Medical/ Dental Clinic
36977 Park Avenue
Burney, CA 96013
(530) 335-3651
(800) 843-7447

Administrative Office
36977 Park Avenue
Burney, CA 96013
(530) 335-5090
Fax (530) 335-5241

EMPLOYMENT OPPORTUNITIES

Chief Executive Officer: Salary range Grade 1-4; $162,187-$267,736/annual salary exempt; The purpose of the work is to administer and coordinate all resources to fulfill the clincs primary mission to provide the highest quality healthcare services to our patients making all possible effort to raise the standards of healthcare for our Tribal members and others we serve. Ensure compliance with all applicable HIS, regulatory and legal requirements. Responsible for the overall administration and management of the healthcare delivery system thay includes direct care services, contractual services, facilities planning and development. The CEO serves as the organization's representative at the local, regional and national levels of the healthcare industry; Responsible for directing and evaluating short and long-range planning; making recommendations and preparing plans of action regarding priorities; and working closely with the Board of Directos in the process of development and implementation of such plans. Coordinates all resources including manpower, facilities, revenue or earnings, which include grant writing, grants and contacts from county, state, and federal agencies and/or corporate foundation grants, private donations, and any other resources. Serves as principle advisor to the Board of Directors in all issues related to the provision of Health Care services for the Indian people. Master's degree in Public Health, Business, Hospital, or Public Administration with 3 years of post-graduate experience; OR bachelor's degree with 5 years of healthcare management experience, including 3 years supervising managers and overseeing budgets, staffing, and program coordination. Experience in strategic planning, healthcare program development, budgeting, staffing, policy development, grant/contract management, compliance, and operational coordination. Ability to work effectively and respectfully with the Tribe, Native American communities, staff, and healthcare partners. Native American program experience preferred. Location is at Burney Clinic site. **DEADLINE: Open until filled**

Optometrist: Salary range Grade 1-4; $190,967-$234,207/annual salary exempt; The Optometrist serves as the lead licensed eye-care professional for PRHS, providing comprehensive optometric services to Tribal community members in a culturally respectful and patient-centered environment. As such, serves as the Department Head of the Optometry Program. Under the general direction of the Chief Operations Officer, and in close collaboration with the CEO and clinical leadership, the Optometrist is responsible for the management, control, and operation of optometry services at PRHS. The Optometrist provides full-scope primary eye care, oversees optometry clinic operations, ensures compliance with Tribal, federal, and professional standards, and leads quality improvement activities. This position is responsible for clinical care, program development, performance improvement, and supervision of optometry support staff. The Optometrist must obtain and maintain PRHS clinical privileges. Must have Doctor of Optometry (OD) degree from an ACOE-accredited program, completion of an accredited optometry residency preferred, passing score on NBEO examinations. Must have Current, full, unrestricted license to practice optometry in a U.S. state or territory, Therapeutic Pharmaceutical Agents (TPA) certification preferred or obtained within 12 months.
Location is at Burney Clinic site. **DEADLINE: Open until filled**

Primary Care Provider: Physician (MD, DO) Salary range Grade 1-4; $236,366-$310,242/annual salary exempt. Salary range for Midlevel (NP, FNP, PA) -$131,318-$172,360. This position provides high quality medical care by examining patients and determining the appropriate treatment plans for illness or injuries. The incumbent conducts examinations, assesses and evaluates symptoms, determines conditions, and prescribes medical treatment or services. Must be licensed to practice Medicine in any state of the U.S. as either a mid-level provider or physician; preferably Board Eligible/Certified in Family Medicine. Must also possess active Drug Enforcement Administration (DEA) certification. Location is at Burney Clinic site. **DEADLINE: Open until filled**

Therapist: **Salary range Grade 1-4; $97,224-$125,386/annual salary exempt;** The Behavioral Health Therapist provides therapy and psycho-educational services; documents clinical and other patient information and maintains a comprehensive treatment record; communicates verbally and in writing with referral sources, other team members, and treatment reviewers to promote and coordinate treatment; participates in practice development activities; meets clerical/administrative reporting requirements as needed for financial, risk management, and quality improvement activities; and performs other duties as needed. Therapy services are performed at several sites including Burney and Alturas Clinics and at school district campuses. Must be a licensed therapist (LCSW/LMFT) or registered intern (ACSW/AMFT) in the State of California.
Location is at Burney Clinic **OR** Bear Creek office in Alturas. **DEADLINE: Open until filled**

Compliance Officer: **Salary range Grade 10/11; $67,970-$97,087/annual salary exempt;** The Compliance Officer is responsible for developing, implementing, and overseeing the compliance program for Pit River Health Service (PRHS). Reporting directly to the Chief Executive Officer, this position ensures that PRHS operations adhere to applicable federal, and tribal laws, regulations, and policies, including those governing Indian Health Service (IHS), HIPAA, Medicare/Medi-Cal billing, tribal sovereignty, and PRHS own policies. The Compliance Officer serves as the primary resource for ethical guidance, regulatory monitoring, policy coordination, staff education, and risk mitigation, and promotes a culture of integrity, accountability, and transparency throughout the organization. Must have Bachelor's Degree in Healthcare Administration, Public Health, Business Administration, Law, or a closely related field preferred; equivalent qualifications may include: Four (4) years of full-time experience in healthcare administration, billing compliance, quality improvement, regulatory affairs, or comparable duties; A combination of college coursework (minimum 60 semester units) and relevant healthcare compliance or administrative experience totaling four (4) years; Completion of a recognized certificate program in healthcare compliance, healthcare administration, medical billing/coding, quality improvement, or a related field, plus at least two (2) years of relevant experience. Minimum of two (2) years of experience in healthcare administration, billing compliance, quality improvement, regulatory affairs, or a related field. Experience working in a tribal health program, Indian Health Service, FQHC, or similarly structured healthcare environment preferred.
Location is at Burney clinic site. **DEADLINE: Open until filled**

LVN/MA: **Salary range Grade 7/8; $24.18-$34.81/hourly non-exempt;** The Licensed Vocational Nurse/Medical Assistant (LVN/MA) primary function is to provide direct and indirect support to the clinician in the delivery of patient care. The (LVN/MA) prepares the exam room, chart and patients to be seen by the clinician and performs/ implements orders for diagnostic test. S/he accurately administers medications, including immunizations by all routes except IV. The (LVN/MA) is expected to consult frequently with the clinician regarding information given or actions taken. The (LVN/MA) maintains patient flow to ensure patient are seen in an orderly and timely manner. The (LVN/MA) perform and assist with procedures in accordance with the California Medical Board regulations for Licensed Vocational Nurses and Medical Assistants. Assigned other duties such as laboratory procedures, maintains medical supplies and maintain treatment rooms and equipment. Must have High school diploma or equivalent. Must be a Licensed Vocational Nurse. Must have Knowledge of nursing practices and medical assisting scope of practice and in the outpatient setting, and knowledge of sterile techniques and universal precautions. Must have exceptional customer service and phone etiquette. Location is at Burney Clinic site. **DEADLINE: Open until filled**

ECM Lead Care Manager: **Salary range Grade 6/7; $21.76-$31.43/hourly non-exempt;** The ECM Lead Care Manager's primary focus in managing whole person care for ECM patient case management. This includes facilitating access to a broad range of services including primary care, behavioral health, substance use treatment, housing support, and social services. Ensure management of services that are in alignment with CalAIM goals and Partnership HealthPlan of California (PHC) contractual requirements. The ECM Lead Care Manager reports directly to the ECM Supervisor. Must have high school diploma or equivalent. Minimum 3–5 years of experience in care management or care coordination as well as knowledge of CalAIM ECM program goals, requirements, and workflows. Experience working with individuals experiencing homelessness, serious mental illness, substance use disorder, or other complex health and social needs.
Location is at Burney clinic site with regular travel to Alturas AND Alturas Clinic site (1 for each location).
DEADLINE: Open until filled

Quality Improvement Assistant: Salary range Grade 6/7; $21.76-$31.43/hourly non-exempt; The QI Assistant is responsible for assisting the QI Manager in creating, establishing, promoting, maintaining, and/or enhancing Quality Improvement systems throughout the departments of the clinic. Such activities include, but are not limited to, assisting the QI Manager on Quality Improvement training techniques, promoting teamwork and team effectiveness; monitoring program effectiveness; assisting in preparation for accreditation surveys; assisting and performing audits and studies; processing incidents and grievances; and maintaining an effective outcome-driven Quality Improvement Program. Minimum of one year of college in a Health Science or related field; previous experience in Quality Improvement or Health Science Field may offset degree requirement. Experience with AAAHC is preferred. One year previous and direct experience in the development, implementation, and/or maintenance of an ambulatory care QI program, or equivalent desired. Location is at Burney Clinic site. **DEADLINE: Open until filled**

Dental Receptionist: Salary range Grade 6; $21.76-$28.29/hourly non-exempt; The Receptionist checks dental patients in and ensures patients are greeted and comfortable. The Receptionist is responsible for managing the daily patient schedule and subsequent daily production. Must be a high school graduate or equivalent. Must have knowledge of basic computer usage, use of standard office machines and must have typing skills. Previous reception experience with heavy telephones is preferred. Location is at Burney Clinic site. **DEADLINE: 11/6/26**

ALL POSITIONS: MUST PASS A DRUG SCREEN (INCLUDING MARIJUANA) AND PRE-EMPLOYMENT BACKGROUND CHECK TO BE ELIGIBLE FOR EMPLOYMENT

BENEFITS INCLUDE FULL MEDICAL, DENTAL AND VISION COVERAGE. LIFE INSURANCE, AD&D, 403(B) RETIREMENT AND PAID LEAVE!

For more details or to apply contact Haylee Mantei, HR Recruiter at **h.mantei@pitriverhealthservice.org** or Tammy Lameira, HR Assistant at **t.lameira@pitriverhealthservice.org**