

JOB VACANCY ANNOUNCEMENT

Opening Date: April 10, 2019

Position: **Case Management Assistant – Specialty Care**

Salary/Wage: Grade 9; \$27.71 - \$30.59/HR DOE

Hours: Varies based on schedule

Closing Date: Until Filled

Reports to: Nurse Manager

Department: Nursing

Location: SSMH

Position Summary

The Case Management Assistant (CMA) is responsible for the coordination and management of administrative duties for a Primary Care Provider (PCP) team. Working together with the Primary Care Medical Home team, the CMA is a primary contact between the patient and team ensuring effective and efficient schedule coordination, verbal and written communication, information research and transfer, and system coordination.

Licensure/Certification/Registration

- CNA/EMT preferred
- BLS preferred

Education

- High School Diploma or equivalent

Experience

Six (6) months to one (1) year administrative assistant experience in a healthcare setting preferred.

Knowledge/Skills/Abilities

- Demonstrates good organizational skills.
- Communicates positively and professionally with all internal and external customers.
- Typing/word processing skills of 50-55 words per minute. Knowledge of general office practices and office machinery. Effective verbal and written communication skills.
- Knowledge in office computer programs.
- Willingness to learn and demonstrate competency in patient scheduling.

Degree of Supervision Required

Under supervision of Case Manager or Nurse Manager.

Orientation Period

Based on experience and continuous assessment of progress by the Nurse Manager. Orientation includes formal hospital and unit orientation. Extensive orientation may be required and will be determined by Nurse Manager.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

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This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

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