

## JOB VACANCY ANNOUNCEMENT

Opening Date:	March 15, 2019	Closing Date:	Until Filled
Position:	<b><u>Case Management Assistant</u></b>	Reports to:	Nurse Manager
Salary/Wage:	Grade 9; \$27.71 - \$30.59/HR DOE	Department:	Nursing
Hours:	Varies based on schedule	Location:	SSMH/ASNA

### 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

Minimum of two (2) weeks, contingent upon experience.

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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