

## JOB VACANCY ANNOUNCEMENT

Opening Date:	June 23, 2018	Closing Date:	Until Filled
Position:	<b><u>Clinical Training Coordinator</u></b>	Reports to:	Director of Quality
Salary/Wage:	Grade 9; \$27.17 and up DOE	Department:	Quality
Hours:	Monday – Friday; 8:00am – 5:00pm	Location:	SSMH

### **Brief Summary**

The Clinical Training Coordinator provides operational and administrative support to the Quality Department.

### **Essential Job Functions:**

- ✓ Under supervision of the Quality Director, coordinate American Heart Association Training Site classes and ensure appropriate submission of documentation for staff certifications.
- ✓ Collaborate with clinical directors to guide and support staff development.
- ✓ Update the Health stream database regularly and monitor completion of required education and certifications for clinical staff.
- ✓ Assist Quality Department staff with administrative tasks and work directly with staff to ensure regulatory compliance of employee files.
- ✓ Perform filing, data entry, data management and records maintenance of clinical employee files.
- ✓ Assist with maintenance of various Quality databases.
- ✓ Other duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education & Experience:**

- ✓ High school diploma or general education degree (GED), required.
- ✓ Previous related experience required. Experience in Healthcare Quality Improvement required.

### **Desired Knowledge, Skills & Abilities**

Experience with Healthcare Quality databases.

Experience with Health stream online clinical education platform.

Demonstrated strong interpersonal and communication skills and the ability to work effectively with people from diverse backgrounds.

Demonstrated data management and records maintenance skills; ability to accurately complete tasks in a timely manner.

Ability to maintain strict confidentiality.

Able to manage competing demands; able to deal with frequent change, delays or unexpected events.

Support ASNA's mission and goals; follow all policies and procedures.

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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