

JOB VACANCY ANNOUNCEMENT

Opening Date: October 30, 2017

Position:

Compliance Documentation Specialist

Closing Date:

Until Filled

Reports to:

Facilities Assistant
Manager

Salary/Wage:

Grade F; \$24.96 - \$27.00

Department:

Facilities

Hours:

Mon-Fri; 8:00am - 5:00pm

Location:

ASNA

Brief Summary:

The Compliance Documentation Specialist gathers, organizes, prepares for presentation of the documentation paperwork and electronic files for The Joint Commission, Centers for Medicare and Medicaid accreditation paperwork for the Samuel Simmonds Memorial Hospital.

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:

- High school diploma or general education degree (GED)
- Two years of mechanical trade experience or technical school preferred.
- Prior experience in Hospital maintenance and operations preferred.

Desired Knowledge, Skills and Abilities:

Knowledge of Arctic maintenance.

Work ethically and professionally; treat people courteously and respectfully.

Demonstrate excellent telephone etiquette and face-to-face customer service skills.

Accurately complete tasks in a timely manner.

Respond promptly to customers' needs.

Calmly manage difficult or emotional situations.

Identify and resolve problems in a timely manner.

Is consistently at work and on time.

Meet dress code standard; appearance is neat and clean.

Maintain confidentiality.

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

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

Proficient skills in the use of computers; able to enter and retrieve data; and able to use word-processing program for correspondence and reports.

Proficient in the following office skills: Records information management, keyboarding, and customer assistance.

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

PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

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. Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.