

Opening Date: November 29, 2018

Closing Date: Until Filled

Position:

MTFA Coordinator I
Part-Time

Reports to:

Travel Director

Salary/Wage: Grade 10; \$29.09-\$32.12/HR DOE

Department: Travel Department

Hours: Friday - Sunday; 8:00am – 6pm

Location: ASNA

Brief Summary:

The MTFA Coordinator I provides client assistance and advocacy; delivers ASNA's Medical Travel and Funeral Assistance (MTFA) Program; and, participates in other Travel Department tasks and projects.

Education and Experience:

High school diploma or general education degree (GED).

Two years related experience or equivalent experience and training.

Desired Knowledge, Skills and Abilities:

1. Strong organizational skills and attention to details.
2. Excellent written and verbal communication skills. Ability to interact well with the public.
3. Ability to perform duties of the MTFA Coordinator I, to include reviewing MTFA applications, completing income verifications to verify the need for assistance, making travel and housing arrangements, entering information in the database and processing MTFA billings.
4. Knowledge of basic office procedures, including filing, organizing, and requisitioning.
5. Ability to work independently.
6. Knowledge of Microsoft Access, Microsoft Word, Microsoft Excel and E-mail.
7. Skilled in typing and work processing; experience with databases preferred.
8. Responsible to take call on evenings and weekends.
9. Inupiaq speaking is preferred.

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

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applications@arcticslope.org

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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