

JOB VACANCY ANNOUNCEMENT

Opening Date: May 1, 2018

Closing Date: Until Filled

Position:

Pre-Maternal

Reports to:

Travel Director

Residential Assistant

On-Call

Salary/Wage: Grade 10; \$28.52 - \$31.49/HR DOE

Department: Travel

Hours: Varies based on schedule

Location: Pre-Maternal Home

Brief Summary:

Assist in the development and implementation of policies and procedures for bringing Pre-Maternal Home into operation (Pre-Maternal Home serves clients of the Medical Travel and Funeral Assistance program). Coordinate operations of the home; assist clients in appointment scheduling, booking procedures and provide other supportive services as needed. Assist in the coordinator of meaningful activities with the Pre-Maternal Home Residential Program Coordinator for the Pre-Maternal Home residents.

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).

Experience in scheduling and knowledge of accounting/bookkeeping procedures preferred.

Must have valid Alaska Driver's license and clean driving record.

Must obtain certification in CPR within six months of employment.

Desired Knowledge, Skills and Abilities:

Ability to work independently.

Strong oral and written communication skills, mathematical skills, organizational and problem-solving skills.

Inupiaq speaking is preferred.

Familiarity with Alaska Native cultures and rural lifestyles required.

Knowledge of basic office procedures, including filing, organizing and requisitioning.

Ability to help mediate conflicts between tenants and inform the Travel Director of issues in progress.

Ability to regularly lift or move up to 50 pounds.

Ability to establish and maintain good working relationship with co-workers, service providers and patient.

Ability to drive vehicles safely and courteously.

Ability to work in cross-cultural environment.

Ability to work flexible hours and on Saturdays and on-call.

Ability to provide courteous treatment of and assistance to clients and visitors.

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

Is committed to maintaining a drug free, smoke free workplace