

JOB VACANCY ANNOUNCEMENT

Opening Date: May 1, 2018 Closing Date: Until Filled
 Position: Reports to: Travel Director

Pre-Maternal Residential Assistant On-Call (Night)

Salary/Wage: Grade 6; \$23.47 – 24.90/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 and provide other supportive services as needed. This is a sleep-in position in a 24-hour facility supporting expectant mothers.

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).
 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 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 patients.
 Ability to drive vehicles safely and courteously.
 Ability to work in cross-cultural environment.
 Ability to work flexible hours 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