

## JOB VACANCY ANNOUNCEMENT

|               |   |               |                       |
|---------------|---|---------------|-----------------------|
| Opening Date: | March 15, 2019  | Closing Date: | Until Filled          |
| Position:     | <b><u>Screening For Life (SFL) Program Director</u></b> | Reports to:   | Chief Nursing Officer |
| Salary/Wage:  | Grade E18; \$89,397.92 - \$98,702.53/DOE                | Department:   | Screening for Life    |
| Hours:        | Monday – Friday; 8:00am – 5:00pm                        | Location:     | ASNA/SSMH             |

### **Brief Summary:**

The SFL Program Director manages and monitors the Screening for Life program. The director is responsible for oversight of care coordination for patient screenings and follow up care. The director provides comprehensive data management services for the program, oversees operations and employees of the SFL program and, ensures compliance with grantor standards as well as all other applicable regulatory agencies.

### **Qualifications/Licensure/Certifications/Registration:**

- ✓ Associate degree in Nursing required. Bachelor's degree in Nursing preferred.
- ✓ Current Alaska Registered Nurse License or another US state RN license with ability to obtain AK RN license within 6 months of hire.
- ✓ Two to four years of clinical program planning, administration, or public administration preferred. Two to four years of grant management preferred. Two years' experience in clinical data management preferred.
- ✓ Current BLS Certification.

### **Desired Knowledge, Skills and Abilities:**

- ✓ Ability to coordinate and oversee the collaborative process of assessment, planning, implementation, and evaluation of care coordination for patient screenings and follow up care.
- ✓ Demonstrate ability to read, write, evaluate and administer grants, grant budgets, work plans, and required reports. Demonstrate ability to establish and maintain effective working relations with SSMH, ASNA and other outside community health programs' staff and representatives from local, state and federal agencies.
- ✓ Demonstrate understanding of appropriate screening, re-screening, and diagnostic and treatment services per guidelines set forth by the CDC and clinical guidelines adopted by SSMH.
- ✓ Demonstrate ability to manage a complex budget.
- ✓ Ability to work independently; respond promptly and proactively.
- ✓ Demonstrate strong interpersonal and communication skills and the ability to work effectively with diverse individuals, small, and large groups.
- ✓ Ability to input data and maintain applicable clinical data management systems. Ability to gather data, compile information, and prepare reports. Ability to gather and interpret statistical information.
- ✓ Demonstrate knowledge of medical terminology.
- ✓ Calmly manage difficult or emotional situations. Identify and resolve problems in a timely manner. Ensure patient/client confidentiality at all times.
- ✓ Manage competing demands; able to deal with frequent change, delays or unexpected events.
- ✓ Proficient in the following computer applications: Microsoft Word, Excel, Access, PowerPoint, E-mail, and Internet.

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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