

## JOB VACANCY ANNOUNCEMENT

Opening Date:	September 1, 2017	Closing Date:	Until Filled
Position:	<b><u>Specialty Clinic Coordinator, RN</u></b>	Reports to:	Nurse Manager
Salary/Wage:	Grade I; \$33.23 – 35.94, DOE	Department:	Specialty
Hours:	Monday – Friday; 8:00am – 5:00pm	Location:	ASNA

### **Brief Summary:**

The Specialty Clinic Coordinator demonstrates advanced knowledge and skills and understands the unique aspects of the population served in the care of his/her patients. The Specialty Clinic Coordinator is responsible in planning, evaluating, implementing, supporting, and monitoring nursing care with the collaboration of both SSMH and ANMC providers for the patients referred to the Specialty Clinic. The Specialty Clinic Coordinator performs delegated duties consistent with the scope of practice and functions within the philosophy and overall plan of care delivery at 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:**

Graduate of an Accredited School of Nursing  
 Current Alaska Registered Nurse License  
 Current BLS Certification  
 ACLS Certified  
 PALS, NRP, TNCC, ENPC Preferred

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

Able to articulate and demonstrate appropriate nursing theory and practice. One (1) to two (2) years Outpatient Clinic experience preferred. Demonstrates good organizational skills. Provides safe and appropriate patient care within the Values & Standards of Nursing Practice at SSMH. Displays appropriate judgment and problem solving skills. Communicates positively and professionally with all internal and external customers.

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.*