

JOB VACANCY ANNOUNCEMENT

Opening Date:	November 26, 2018	Closing Date:	Until Filled
Position:	<u>Village Health Case Management Assistant</u>	Reports to:	Director Medical Staff Services
Salary/Wage:	Grade 9; \$27.71 - \$30.59/HR DOE	Department:	Medical Staff Services
Hours:	Varies based on schedule	Location:	SSMH

Position Summary

The Case Management Assistant (CMA) is responsible for the coordination and management of administrative duties for a Village Health (VH) team. Working together with the Village Health team, the CMA is a primary contact between the Community Health Aid (CHA) and VH team ensuring effective and efficient appointment schedule coordination for providers going on village visits. Assist with developing patient lists for village trips and village reports. Track referrals and follow-ups, specialty clinic appointments, and hospitalizations of village patients for system coordination. Assist with maintaining patient databases.

Licensure/Certification/Registration

CNA/EMT preferred
BLS preferred

Education

High School Diploma or equivalent degree (GED), required

Experience

Six (6) months to one (1) year administrative assistant experience in a healthcare setting preferred.

Knowledge/Skills/Abilities

Demonstrates good organizational skills.
Communicates positively and professionally with all internal and external customers.
Typing/word processing skills of 50-55 words per minute.
Knowledge of general office practices and office machinery.
Effective verbal and written communication skills.
Knowledge in office computer programs: Word and Excel. Prefer Cerner and RPMS experience.
Willingness to learn and demonstrate competency in patient scheduling: Moonwalk and ICare.
Knowledge/Familiarity with Medical Terminology.
Ability to prioritize multiple tasks.

Degree of Supervision Required

Under supervision of Director of Medical Staff, Village Health Provide or designee.

Orientation Period

Minimum of two (2) weeks, contingent upon experience.

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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