

JOB VACANCY ANNOUNCEMENT

Opening Date:	December 19, 2018	Closing Date:	Until Filled
Position:	<u>Ward Clerk/Monitoring Tech (Day Shift)</u>	Reports to:	Acute Care Nurse Manager
Salary/Wage:	Grade 5; \$22.80/HR and up DOE	Department:	Nursing
Hours:	Sunday – Saturday 6:45am – 7:15pm	Location:	ASNA

Position Summary

The Ward Clerk/Monitoring Tech demonstrates advanced knowledge and skills and understands the unique aspects of the population served in the care of his/her patients. The delivery of care is based on the physical, psychosocial, cultural, safety, and learning needs of the individual patient. Is flexible in scheduling and may be required to alter work hours to facilitate minimum staffing guidelines. The Ward Clerk/Monitor Tech will provide continuous telemetry monitoring and will assist with patient visitor registration and tracking, answering unit phones and call bells, communications through our AtHoc system, as well as security camera monitoring.

Licensure/Certification/Registration

- BLS certification preferred at time of hire; or completed within orientation period required.
- Telemetry Monitor Tech Certification at time of hire preferred; or completed within 90 days of hire required
- CPI Certification preferred at time of hire; or completed within 90 days of hire required.
- AtHoc Operator Certification preferred at time of hire; or completed within 90 days of hire required.

Education

High School graduate or GED Required.

Experience

1 year EMT-P or Telemetry Tech Preferred.

Knowledge/Skills/Abilities

Fluent in English both verbal and written required; ability to communicate in Inupiaq preferred. Ability to use PC computer (Microsoft Word, Excel, Power Point).

Degree of Supervision Required

Under supervision of the Director of Nursing or Designee

Orientation Period

Based on experience and continuous assessment of progress by Nursing Administration. Orientation includes formal nursing department orientation, minimum of 2-4 days during the first two (2) weeks of employment.

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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