

JOB VACANCY ANNOUNCEMENT

Opening Date: April 11, 2019

Position: **Wayfinder/Interpreter (Temporary)**

Salary/Wage: Grade 6; \$23.94 -\$26.43/HR DOE

Hours: Monday – Friday; 8:00am – 5:00pm

Closing Date: Until Filled

Reports to: Director of Quality

Department: Quality

Location: ASNA

Brief Summary:

Responsible for greeting patients and visitors to SSMH. Provide assistance in navigating through the hospital and services.

Essential Job Functions

- Greet patients and visitors to the hospital and assist individuals in navigating through the hospital including escorting individuals to appropriate locations or department in the hospital.
- Provide excellent customer service and answer general questions.
- Positively represent the Samuel Simmonds Memorial Hospital.
- Successfully perform other duties as assigned.

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).
- Previous customer experience preferred.

Desired Knowledge, Skills and Abilities:

- Ability to read and comprehend instructions, short correspondence and memos from other employees of the organization.
- Ability to deal professionally, courteously, and efficiently with the public and to remain calm under stress.
- Good problem-solving skills.
- Good customer service skills.
- Responsible to take call on evenings and weekends.
- Ability to interpret for Inupiaq-speaking patients

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.