

JOB VACANCY ANNOUNCEMENT

Opening Date:	September 1, 2017	Closing Date:	Until filled
Position:	<u>Case Management Assistant</u> <u>(Temporary)</u>	Reports to:	Nurse Manager
Salary/Wage:	Grade E; \$22.69-\$24.55	Department:	Nursing
Hours:	8:00 am to 5:00 pm Lunch 12:00pm-1:00pm	Location:	ASNA

Position Summary

The Case Management Support (CMS) is responsible for the coordination and management of administrative duties for a Primary Care Provider (PCP) team. Working together with the Primary Care Medical Home team the CMS is a primary contact between the patient and team ensuring effective and efficient schedule coordination, verbal and written communication, information research and transfer, and system coordination.

Licensure/Certification/Registration

None

BLS Preferred

Education

High School Diploma or equivalent

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. Willingness to learn and demonstrate competency in patient scheduling.

Degree of Supervision Required

Under supervision of Nursing Nurse Manager.

Orientation Period

Minimum of two (2) weeks contingent upon experience.

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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