

JOB VACANCY ANNOUNCEMENT

Opening Date:	November 8, 2018	Closing Date:	Until Filled
Position:	<u>Pre-Maternal Residential Supervisor</u>	Reports to:	Travel Director
Salary/Wage:	Grade 12; \$32.08 - \$35.41/HR DOE	Department:	Travel
Hours:	Varies based on schedule	Location:	Pre-Maternal Home

Brief Summary:

Develop, update and implement policies and procedures for the operations of Prematernal Home (PMH); a communal housing for expectant mothers from across the slope. Coordinate operations of the home; assist clients in appointment scheduling, booking procedures, and provide other supportive services. Work closely with Labor and Delivery to support MTFA applications and functions. Coordinate meaningful activities for expectant and new mothers.

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:

Associates degree or higher.

Minimum two years of experience working in a 24-hour facility.

Minimum of two years of supervisory experience.

Experience in coordinating and managing meaningful activities with target audience preferred.

Must have valid Alaska driver's license and clean driving record.

Must obtain First Aid/CPR certification within six months of employment.

Desired Knowledge, Skills and Abilities:

Familiarity with Alaska Native cultures and rural lifestyles required.

Knowledge of basic office procedures, including filing, organizing, and requisitioning.

Ability to mediate conflicts between tenants or employees and inform the Travel Director of issues in progress.

Ability to regularly lift or move up to 50 pounds.

Ability to establish and maintain good working relationship with co-workers, service providers, and patients.

Ability to drive vehicles safely and courteously.

Ability to work in cross-cultural environment.

Ability to work flexible hours and on weekends and on-call.

Ability to provide courteous treatment of and assistance to clients and visitors.

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

Is committed to maintaining a drug free, smoke free workplace