

## JOB VACANCY ANNOUNCEMENT

Opening Date: November 2, 2016

Closing Date: Until Filled

Position:

### Specialty Clinic Assistant

Reports to:

Specialty Clinic Nurse

Salary/Wage:

Grade E; \$22.69 – 24.55, DOE

Department:

Specialty

Hours:

Monday – Friday; 8:00am – 5:00pm

Location:

ASNA

#### **Brief Summary:**

The Specialty Clinic Assistant is responsible to provide operational and administrative support for the Specialty Clinic team. Working together with the Specialty Clinic Nurse the Specialty Clinic Assistant 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.

#### **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:**

CNA or EMT preferred

High School Diploma or equivalent

#### **Desired Knowledge, Skills and Abilities:**

- Demonstrates good organizational skills.
- Communicates positively and professionally with all internal and external customers.
- 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.

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.*

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