JOB VACANCY ANNOUNCEMENT

Opening Date: September 21, 2020                  Closing Date: Until Filled
Position: MTFA Coordinator I Reports to: Travel Director
Salary/Wage: Grade 10; $29.68 - $32.76/HR DOE Department: Travel Department
Hours: Monday-Friday; 8am – 5pm Location: ASNA

Brief Summary:
Provide client assistance and advocacy. Deliver ASNA’s Medical Travel and Funeral Assistance (MTFA) Program and participate in other Social Services tasks and projects.

Qualification:
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 and Experience:
• High school diploma or general education degree (GED).
• At least two years of related experience or equivalent experience and training.

Essential Job Functions:
• Receive and review all MTFA applications, ensuring completeness. Contact and assist clients to complete applications.
• Sort and distribute applications to the MTFA staff for processing.
• Create new MTFA client files.
• Ensure file completeness and orderliness. Close out all MTFA client files.
• Initiate and close out all client information in the MTFA database. Ensure MTFA Conference information is added to the database.
• Perform duties of the MTFA Coordinator I, to include reviewing MTFA applications, completing income verifications to verify the need for assistance, making travel and housing arrangements, entering information in the database and processing MTFA billings.
• Perform general clerical and administrative tasks, such as faxing applications to clients, answering the telephone, filing, and typing.
• As needed, back up other social services personnel to provide emergency coverage.
• Gather data and statistics as requested by the Travel Director.
• Maintain quality assurance of the database and files.
• Work with clients to find needed social services benefits with other agencies.
• Maintain good relationships with clients, employers, medical personnel and vendors.

Desired Knowledge, Skills and Abilities:
• Inupiaq speaking is preferred.
• Knowledge of basic office procedures, including filing, organizing, and requisitioning.
• Good written and verbal communication skills.
• Ability to work independently.
• Knowledge of Microsoft Access, Microsoft Word, Microsoft Excel and E-mail.
• Skilled in typing and work processing; experience with databases preferred.
• Responsible to take call on evenings and weekends.
• Inupiaq speaking is preferred.

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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