

JOB VACANCY ANNOUNCEMENT

Opening Date:	April 17, 2019	Closing Date:	Until Filled
Position:	<u>Pre-Maternal Residential Assistant On-Call (Night)</u>	Reports to:	Travel Director
Salary/Wage:	Grade 6; \$24.90 – \$27.49/HR DOE	Department:	Travel
Hours:	Varies based on schedule	Location:	Pre-Maternal Home

Brief Summary:

Assist in the development and implementation of policies and procedures for bringing Pre-Maternal Home into operation (Pre-Maternal Home serves clients of the Medical Travel and Funeral Assistance Program). Coordinate operations of the home and provide other supportive services as needed. This is a sleep-in position in a 24-hour facility supporting expectant 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:

- High school diploma or general education degree (GED).
- To obtain a valid Alaska Driver's License within 30 days.
- Must obtain First Aid/CPR certification within six months of employment.

Essential Job Functions:

- Assist in the development and implementation of policies and procedures for the Pre-Maternal Home.
- Ensure the terms and conditions of occupancy are adhered.
- Help implement, and manage scheduling, booking, and housekeeping procedures.
- Assure that all residents adhere to facility policies and procedures.
- Assist in the mediation of conflicts and ensure all issues are resolved properly.
- Report needed repairs and maintenance to supervisor.
- Maintain inventory of supplies and prepare supply orders.
- Complete shopping and submit purchase orders in ASNA's electronic financial system.
- Maintain flexible work hours.
- Maintain office in Pre-maternal Home with expectant mothers.
- May not leave when clients are in residence at the home.
- May sleep after clients turn in for the night.
- Perform other job related duties as assigned.
- Maintain strict client confidentiality.

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.

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