

JOB VACANCY ANNOUNCEMENT

Opening Date:	May 6, 2021	Closing Date:	Until Filled
Position:	<u>Registered Nurse Village Health Coordinator</u>	Reports to:	Chief Medical Officer
Salary/Wage:	Grade 14 : \$36.79 - \$40.62/HR DOE	Department:	Physician Services
Hours:	Monday – Friday; 8:00 AM – 5:00 PM	Location:	SSMH/ASNA

Brief Summary:

The Village Health Coordinator demonstrates advanced knowledge and skills and understands the unique aspects of the population served in the care of his/her patients. The Village Health is responsible in assisting the Village Health Providers in the planning, evaluating, implementing, supporting, and monitoring patient care with the collaboration of both SSMH and ANMC providers for the patients residing in Villages. The Village Health Coordinator performs delegated duties consistent with the scope of practice and functions within the philosophy and overall plan of care delivery at Samuel Simmonds Memorial Hospital. The Village Health Coordinator is accountable for facilitating an interdisciplinary approach to patient care, patient flow, resource utilization, and problem solving. The Village Health Coordinator will assist with developing appropriate follow-up and tracking of patients with chronic diseases to include HTN, DM, etc. The Village Health Coordinator will develop a close working relationship and knowledge of the CHAP Program.

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 and Experience:

- Graduate of an Accredited School of Nursing
- Minimum of two year's Case Management experience preferred.
- Able to articulate and demonstrate appropriate nursing theory and practice. One (1) to two (2) years Primary Care experience preferred.

Essential Job Functions

- Review and track all incoming requests for referral and consultation. Track requested testing is completed prior to patient appointment so care is not delayed.
- Coordinates all aspects of patient care with the interdisciplinary team.
- Arrange patient travel and send medical necessity letters as appropriate
- Arrange provider travel to villages as needed
- Maintain provider travel calendar for village visits and publish as appropriate
- Meet or exceed all deadline requirements for provider and patient communications for referral/consultations and follow-up
- Maintain database showing when village patients require follow-up so they can be scheduled for appointments during the appropriate provider village visit.
- Maintain database and track when village patients need mammography, pap testing, colonoscopy, etc.
- Maintain upward communication with director regarding development within areas of assigned responsibilities and perform special projects as required or requested.

Additional Functions

- May require travel to remote village to aid during provider visit by performing patient intake and vitals, if needed.
- May require travel to remote village to help with Rapid Response Teams giving COVID-19 vaccines, if needed.
- Assist coworkers as needed.
- Other duties or special projects as assigned

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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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