

JOB VACANCY ANNOUNCEMENT

Opening Date:	June 2, 2021	Closing Date:	Until Filled
Position:	<u>Prevention Specialist</u>	Reports to:	SFL Program Director
Salary/Wage:	Grade 17; \$42.59 - \$47.02/HR DOE	Department:	Screening For Life
Hours:	Monday – Friday; 8:00am – 5:00pm	Location:	SSMH

Brief Summary:

Under the supervision and guidance of the SFL Program Director, the SFL Prevention Specialist is responsible for the collaborative process of assessment, planning, implementation, and evaluation of care coordination for patient screenings and follow up care. The nurse advocates for options and services to meet an individual's and family's comprehensive health needs through communication and available resources to promote quality, cost-effective outcomes. In addition, perform reception and administrative support for SFL patients such as scheduling appointments, answering patient inquiries regarding screening procedures, and eligibility for program services. Communication with patients will take place through phone contact, and face-to-face in a clinic setting.

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:

- Graduate of an Accredited School of Nursing
- Associate's Degree in Nursing required; Bachelor's Degree in Nursing preferred.

Essential Job Functions:

- Supervises and delegates to SFL Case Managers.
- The Prevention Specialist effectively performs the roles and responsibilities of SFL Case Managers.
- Problem-solves patient problems and complaints with excellent customer service recovery skills.
- Performs focused nursing assessments in person and telephonically to determine the proper level of care of patients.
- Collaborates with health and recreation-related government departments and local non-profit organizations to identify opportunities for educating and encouraging public participation in healthy lifestyles habits and regular screening for preventable diseases.
- Coordinates and attends outreach activities throughout the North Slope Borough to disseminate educational information and provide group and one-on-one patient education and prevention programs.
- Coordinates with the Program Director in planning and implementation of additional programs including, but not limited to, prevention programs addressing hypertension, lung cancer, healthy eating, and colon cancer.
- Abides by regulatory requirements regarding confidentiality and patient/client and family care, including all federal, state, and Joint Commission requirements.
- Assists with planning and ensures timely completion of grant activities and projects as outlines in the grant Project Narratives.
- Addresses and organizes care for the comorbidities of diseases, particularly those that are the focus of the grants managed by SFL.
- Other duties as assigned.

The Prevention Specialist may work in other clinical areas as part of their job in order to maintain nursing skills and competencies and as needed based on organization needs.

Licensure/Certification/Registration:

- Current Alaska Registered Nurse License or another US state LPN license with ability to obtain AK RN license within (6) six months.
- Current BLS certification.
- ACLS Certification Required
- PALS Certification required within six (6) months of hire.

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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