



## EASTERN ALEUTIAN TRIBES

3380 C Street, Suite 100  
Anchorage, Alaska 99503  
Telephone (907) 277-1440  
Fax (907) 277-1446  
www.eatribes.org

### RECRUITMENT BULLETIN

<b>POSITION:</b>	Primary Care Technician	<b>LOCATION:</b>	King Cove
<b>PROGRAM:</b>	Medical	<b>SALARY:</b>	\$12.98+ DOE
<b>FLSA:</b>	Non-Exempt/ Benefited	<b>FT/PT/INT:</b>	Full Time
		<b>CLOSING DATE:</b>	Open Until Filled

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#### PURPOSE OF POSITION:

Under general supervision of the Regional Supervisor and the EAT Project Coordinator, provides basic patient care to all patients to include, but not limited to patient screening, assessment, care, care referral, care documentation and evaluation. Act as patient advocate, patient and family health educator, and overall assistant to clinic providers.

#### MINIMUM QUALIFICATIONS:

- A high school diploma or GED equivalent; Current CPR/First Aid/EMT/ETT certification or must be willing to obtain within four (4) months of employment; or an equivalent combination of education and experience.
- Basic Life Support and Certified Nursing Assistant credentials preferred.
- Knowledge of safety factors, medical terminology and clinic systems, policies and procedures for the care of patients, customer service concepts and practices, privacy laws and regulations and knowledge of or a willingness and ability to learn and apply nursing care principles, practices and procedures required to assess needs of wide variety of medical, surgical, obstetrics, gynecology, and pediatric patients; Basic Life Support measures; the normal course of diseases, anticipated complications and indicated therapeutic interventions; and pharmaceuticals, their desired effects, side effects and complications of their use.
- Skill in establishing and maintaining positive working relationships with others, operating a personal computer utilizing a variety of software applications, planning, organizing, and prioritizing tasks, problem-solving and decision-making and practicing cultural sensitivity in a multi-cultural setting.
- Ability to utilize communication skills, both oral and written, to interact with patients, patient families, and the community, observe patients and take appropriate action as needed, to exercise initiative, judgment and consistently meet deadlines and to perform in a team environment, under sometimes stressful and/or emergent situations.

#### FOR MORE INFORMATION OR TO APPLY:

For a full position description, please contact Human Resources @ (907) 564-2506 Interested candidates should submit a resume/CV **AND** a completed EAT employment application to:

Eastern Aleutian Tribes  
ATTN: Human Resources  
3380 C Street, Suite 100  
Anchorage, Alaska 99503

**Or**

Fax to: (907) 277-1446  
ATTN: Human Resources

#### NATIVE PREFERENCE:

Federal law (P. L. 93-638) allows Alaska Native/American Indian Preference in hiring for all positions at Eastern Aleutian Tribes.