



# ***Your career awaits!***

Eastern Aleutian Tribes is seeking qualified applicants for a **Clinical Information Clerk.**

## ***Working together to promote healthy communities.***

The **Clinical Information Clerk** provides initial point of contact service to community members receiving care with a positive, can-do approach. Working in collaboration with all clinic staff the incumbent ensures patients are treated with dignity and respect throughout the continuum of care provided by Eastern Aleutian Tribes. CIC's support efficient and effective appointment scheduling, record gathering/updating/tracking, data entry, billing assistance, and general assistance.

Self-discipline, maturity, accountability, and responsibility are critical success factors for this position. Supplementing these competencies is the need for a kind, generous and compassionate individual eager to promote and support health and positive community relations.

## ***Join us!***

This is a **full-time position** located in **King Cove**.

To compete for this position, candidates must be 18 years old or older and possess:

- A high school diploma or GED equivalent
- Valid driver's license (insurable by EAT)
- Basic Life Support (BLS) certification (if not at time of hire within 30 days)

For more information, contact Human Resources, (907) 564-2536. Candidates must submit a completed employment application found on EAT Careers Page, [www.eatribes.org/careers](http://www.eatribes.org/careers).

*Pursuant to PL 93-638, as amended, preference will be given to qualified Alaska Natives, American Indians and/or Eastern Aleutian Tribal Members in all phases of employment.*