



EASTERN ALEUTIAN TRIBES

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

RECRUITMENT BULLETIN

POSITION:	CIC/Janitor	LOCATION:	False Pass
PROGRAM:	Operations	SALARY:	\$DOE
FLSA:	Non-Exempt	FT/PT/INT:	FT
POSTED ON:	3/4/19	CLOSING DATE:	3/14/19

PURPOSE OF POSITION:

Under direction of the Director of Operations and CIC Lead, the Clinical Information Clerk supports the clinic provider(s) through scheduling, reception, records maintenance, data entry, billing/billing assistance, coordination with other clinics and/or hospitals, and other general assistance. Under limited supervision, the janitor keeps buildings in clean and orderly condition. Perform deep cleaning, such as cleaning floors, vacuum and shampooing rugs, washing walls and surfaces, and glass, and removing garbage. Deep cleaning of itinerant apartments when itinerant leaves. Assist with medivacs when necessary as directed by providers.

KNOWLEDGE, SKILLS AND ABILITIES:

CIC will have knowledge of safety factors, basic medical terminology and clinic systems. Knowledge of policies and procedures for the care of patients, customer service concepts and practices. Knowledge of operating multi-line telephone systems. Skill in analyzing safety issues and preparing recommendations based on findings. Skill in establishing, maintaining cooperative working relationships with others. Skill in operation of personal computers utilizing a variety of software applications. Skill in planning, organizing, and prioritizing tasks. Skill in problem-solving and decision-making. Skill in maintaining and updating clinical schedules. Ability to utilize communication skills, both oral and written, to interact with patients, their families, and the community. Ability to observe patients and taking appropriate action as needed. Janitor must have knowledge of the standard methods, practices, tools, and equipment used to clean buildings and furniture.

Knowledge of occupational hazards, safety rules and regulations. Knowledge of the proper use of chemicals and pesticides. Knowledge of the quantities and uses of various cleaning, sanitizing, stripping, and waxing compounds. Knowledge of building and property security procedures. Ability to follow instructions to operate and use janitorial tools, equipment, and supplies such as floor buffers, vacuum cleaners.

MINIMUM QUALIFICATIONS:

High school diploma or GED equivalent. Two (2) years of medical office experience preferred. Experience with multi-line telephone systems, operating a personal computer utilizing Microsoft Office (Word, Access, Excel, Outlook, and Internet Explorer). Valid Alaska driver's license. Basic Life Support (BLS) certification obtained within six months of hire.

TO APPLY:

For a full position description, please contact Human Resources @ (907) 564-2506. Send 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:

Preference shall be given to eligible & qualified Alaska Native/American Indian applicants, pursuant to PL 93-638 Indian Self Determination Act as amended, in hiring, contracting, and training for all positions within Eastern Aleutian Tribes. Eastern Aleutian Tribes is a drug & alcohol free/smoke free workplace.