



# ***Your career awaits!***

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

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

The **Clinical Information Clerk/Janitor** 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. The CIC/Janitor supports efficient and effective appointment scheduling, record gathering/ updating/ tracking, data entry, billing, and general assistance. The incumbent also performs janitorial duties by cleaning floors, vacuuming, shampooing rugs, washing surfaces and glass, and disposing of garbage.

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 **Cold Bay**.

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

For more information, contact Human Resources at (907)564-2536. Candidates must complete the application form found on EAT Career Page, [www.eatribes.org/careers](http://www.eatribes.org/careers) and submit it to [humanresources@eatribes.net](mailto:humanresources@eatribes.net).

*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.*