

Bulletin Number: MS-MSD050300

POSITION	CMA / LPN
SALARY	I/DOE - \$13.80 an hour minimum starting wage
DIVISION	Medical Services, Multiple Departments
CLOSE DATE	Open Until Filled

NATURE OF WORK:

Responsible for assisting providers in delivering quality health care to patients and their families assisting the providers in the clinic in furnishing high quality health care. Assist providers in the delivery of quality health care to patient. Responsible for inventory and equipment maintenance. Assist in the development and implementation of patient education plans by providing age appropriate instructions to patients in accordance with established clinic guidelines. Work with all other staff in the department as a member of the department and the system. Participate in fulfilling the mission, vision, goals and objectives of the organization. Work in coordination with management to develop and implement a quality assurance program. Assist the administrative support staff as directed. Additional duties for CMA Level II: Supports clinical team through active participation, refinement of best practice models, sharing educational materials with team members. Supports and participates as an active member of the core clinical team. The function of the LPN is to organize and accurately complete a wide variety of complex clinical, technical and computer tasks. Provide standard nursing care for patients throughout the age continuum involving all body systems and processes. Participate in patient and staff education. Provide patient support coordination.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of medical issues dealing with the health care of children, i.e. growth assessment, immunizations, childhood disease and prevention. Working knowledge of medical, dental, mental health and social services delivery systems in Alaska. Familiarity with state and federal laws. Knowledge of agencies that provide assessment, diagnosis and services for children. Strong interpersonal, oral and written communication skills. Ability to establish and maintain effective working relationships with SCF providers, governmental agency personnel, and other providers in the community. Ability to maintain quality, safety and infection control standards.

QUALIFICATIONS:

: SCF programs are established for the purpose of serving a primary population comprised of Alaska Natives who are affiliated with the Cook Inlet Region Inc. (CIRI), and Alaska Natives and American Indians within SCF's geographical service area. Employees should have a thorough understanding of the cultures and the needs of the CIRI members, and of the general culture and needs of Alaska Natives and American Indians. Such knowledge is critical in order to ensure the achievement of the mission and vision of SCF: working together with the Native community to provide the best services with Native staff who value the family and family wellness

as the heart of the Native community. High school diploma or GED. Alaska Licensed Practical Nurse Licensure or National certification as a Medical Assistant required. Current First Aid and CPR certification.

INTERESTED APPLICATIONS:

For more information contact Human Resources at scfhr@southcentralfoundation.com, (907) 729-4977 or Toll free at 1-800-478-3343

NATIVE PREFERENCE UNDER P.L. 93-638.

Preference will not be given unless certification is submitted to Human Resources (a copy is acceptable).