

TANANA CHIEFS CONFERENCE

POSITION DESCRIPTION

Job Title: Coordinator/Instructor

Location: Tanana Chiefs Conference
Community Health Aide Program
Fairbanks, Galena, McGrath, or Tok Subregion Office
Location to be announced

FLSA: Exempt
Department: CHAP
Supervisor: CHAP Director
Level: 7
Classification: I
Status: Regular; Full-time

Job Summary: Job incumbent provides instruction, medical evaluation and supportive services to Community Health Aides/Practitioners in village or subregional clinics if applicable.

Essential Functions: *This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Representative Duties:

1. Supports the Community Health Aide/Practitioner (CHA/P) in the delivery of village health care in cooperation with the subregional clinical staff, referral physicians, CAIHC medical staff and other health care providers.
2. Trains CHA/P's through on-site visits, clinic evaluations, patient encounters, and classroom instruction and preceptorships.
3. Reviews and monitors the medical activities of the CHA/P in the villages according to standards of the TCC Chap program.
4. Provides on-going medical evaluation of CHA/P's at the village level through direct observation during village visits, review of patient encounter forms and medical traffic reporting.

5. Works in cooperation with CAIHC physicians to address all medical and training issues in that particular subregion.
6. Works with the CHA/P, Subregional Director and the Village Council in resolving village clinic problems.
7. Conducts monthly conference calls with all CHA/P's in the Subregion.
8. Recommends Medical Standing Orders for individual CHA/P's to their collaborative physician.
9. Submits monthly reports, trip reports, time sheets, etc. in a timely fashion and as requested.
10. Attends monthly or quarterly staff meetings.
11. As needed assists program by performing C/I duties for subregion with CI vacancy.

Minimum Qualifications:

1. Nationally certified Advanced Nurse Practitioner or Physician Assistant licensed (or license eligible) to practice in Alaska.
2. Computer skills required with familiarity with MS Office programs.
3. Experience working in a cross cultural setting.
4. Must have at least two years of clinical teaching experience.
5. Primary care experience in a rural setting.
6. Certification in advanced emergency skills (PALS, ACLS, ETT/EMT).

Knowledge, Skills and Abilities:

1. Strong verbal, written, and interpersonal skills.
2. Administrative skills involving supervision, planning and implementation.

Supervision: This position provides medical evaluation of various Community Health Aide/Practitioners in assigned clinics.

Physical demands: Job incumbent must be able to lift and carry up to fifty pounds in support of equipment and supplies. Frequent travel to remote villages required. May be subject to harsh environmental conditions when traveling. Conditions include but are not

limited to the following: travel by small, unpressurized aircraft, 4WD vehicles, lack of running water or waste facilities, poor heat, and extreme weather conditions. Position requires recurring bending, stooping, kneeling, reaching and stretching. Incumbent must be able to work accurately and efficiently in a busy and sometimes stressful environment.

Summation: This position has high public contact, which makes strong interpersonal skills important.

This job description is not an employee agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Name (print)

Employee Acknowledgment

Date