



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Ilanka Community Health Center Care Coordinator

Team: Health and Wellness Team **Salary Range:** \$24.00- \$27.00 per hour
Reports to: Medical Director **Schedule:** Part Time, Regular (30 hours/week)
FLSA Status: Non-Exempt from Overtime **Last Revised:** December 2016

The Ilanka Community Health Center Care Coordinator works collaboratively with the physicians, staff and other health care professionals to ensure that appropriate care is provided to all patients. Ilanka Community Health Center promotes a team based approach to care.

This position establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.

Responsibilities/Duties

- Coordinates continuity of patient care with external healthcare organizations and facilities, including the process of hospital admission, discharge and referrals from the primary care provider to a specialty care provider.
- Ensures lab logbook is maintained and provides lab results to patients.
- Maintain data to ensure that all patients are up to date on their care plan.
- Arrange follow up care and services for patients.
- Build rapport with patients and identify individual needs.
- Work with physicians and other nurses to find opportunities for improving patient care.
- Assist patients in understanding their care/treatment plan.
- Assesses patient's knowledge base and learning style and provides patient teaching as needed or requested.
- Maintains accurate and appropriate records and documentation of nursing care.
- Provide support for high risk patients.
- Provides direct patient care:
 - Assesses patients for urgency of needs and prioritizes by acuity in a professional and friendly manner.
 - Follows standard precautions.
 - Maintains exam room protocols and ensures rooms are stocked.
 - Takes vitals, performs 12 lead EKG and rhythm strip, fits heart holter monitors, sets up and administers nebulizers, performs vision and hearing tests.
 - Performs case management duties under direction from Medical Director.
 - Collects laboratory specimens including phlebotomy.
 - Initiates and coordinates referrals.
 - Responsible for lab result notification and documentation.
 - Assists with infectious disease reporting.

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- Sets up and assists medical providers with procedures and treatments including minor surgical procedures, wound/burn care, and well women exams.
 - Ensures all necessary equipment is sterilized according to AMA best practices.
 - Fills medicine boxes for home patients weekly.
 - Performs CLIA waived lab tests.
 - Implements standing orders, as approved by the Medical Director.
 - Prioritizes phone calls and returns call within designated guidelines.
 - Participate in clinical team huddles daily.
 - Responsible for provider peer reviews, implement and maintain regulatory standards, policies and procedures. Track all peer reviews, corrective action plans and provider compliance.
- Must be willing to attend training.
 - Assists with the Quality Assurance process.
 - Assist providers in using and troubleshooting electronic medical records software.
 - Use Electronic Medical Records for day-to-day record keeping.
 - Schedule patients as needed.
 - Answer phones as needed.
 - Assists in gaining and maintaining PCMH and MU recognition and certification.
 - UDS reporting as needed.
 - Other duties as assigned.

Experience Requirement

Ilanka Care Coordinator must have one year experience in a clinical setting. Experience with Electronic Medical Records preferred.

Education Requirements

The successful applicant must be a graduate of an accredited school of nursing. Ilanka Care Coordinator must have a current Alaska LPN license or higher licensure.

Competencies (Knowledge, Skills and Abilities)

The Ilanka Community Health Center Care Coordinator must be knowledgeable in established nursing concepts, principles and practices. The Ilanka Community Health Center Care Coordinator must be skilled in medical procedures, terminology, uses and effects of medicine and narcotics and basic medical equipment. Must be skilled in patient assessment. Demonstrates technical skill when providing direct patient care, including vital signs, medication administration, patient education and nursing assessments. Must have the ability and desire to instruct and teach both patients and CNAs. Good interpersonal and human relations skills are critical. Must have the ability to plan work, establish priorities and remain flexible. The ability to maintain confidentiality is of the highest level of importance. Must have the knowledge or skills to operate and/or learn specialized software and computer programs and must have excellent written and verbal communication skills. Must be neat and clean, and have the ability to present a calm and caring

