



4951 Business Park Boulevard Anchorage, AK 99503

## **POSITION ANNOUNCEMENT**

### **CLINICAL ADMINISTRATIVE COORDINATOR**

**SUMMARY OF POSITION:** The Clinical Administrative Coordinator provides direction, support and training for the daily operations and work flow of the CMA nursing team in order to facilitate an efficient work environment, cohesive team and excellent patient care.

**QUALIFICATIONS:** Graduation from an accredited medical assisting program. Certification as a medical assistant with a minimum of three years' experience. Position requires a current certification or license. Current Cardiopulmonary Resuscitation card required. Experience in leadership role preferred. Bilingual preferred.

**HIRING RANGE:** \$19.75 – \$24.69

**OPENING DATE:** December 7, 2018

**CLOSING DATE:** Open until filled

To learn more about working for Anchorage Neighborhood Health Center please visit <https://www.anhc.org/careers>

**TO APPLY ONLINE CLICK THE LINK BELOW!**

<https://cssanhc.sentrchr.com/>