

Yakutat Tlingit Tribe

606 Forest Hwy. 10 * P.O. Box 418 * Yakutat, Alaska 99689
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JOB ANNOUNCEMENT

POSITION TITLE: Dental Services & Travel Coordinator

POSITION LOCATION: Yakutat Community Health Center (YCHC)

POSITION UNDER THE SUPERVISION OF: Executive Health Director & Dentist

POSITION DETAILS: Non-exempt, Full-time permanent

FRINGE BENEFITS: Health and life insurance, Retirement, 401K

POSITION SUMMARY:

The Dental Services Coordinator will assume all management duties for front office staff, including reception and dental assisting professionals. The Dental Services Coordinator responds to everyday requests from management personnel and patients, while maintaining a strong administrative grasp of on-going tasks related to the general operation of the Dental Department. The Dental Services Coordinator is a valued team member of the Yakutat Community Health Center's (YCHC) Dental Department who strives to serve patients efficiently and compassionately. Responsibilities of this position will be split between managing itinerant dental clinics with other administrative tasks including coordinating travel for patients to receive medical care outside of the community. This position requires Health Center's compliance standards, including its Standards of Conduct, Compliance Program and policies and procedures. Such compliance will be an element considered as part of the regular performance evaluation.

** Full position description available upon request.*

QUALIFICATIONS:

- Minimum two years previous office management experience preferred
- High school graduate or equivalent
- Excellent customer service, leadership skills and knowledge of dental office procedures
- Excellent computer and typing skills
- Some accounting experience preferred
- Experience in working with Native American population preferred.
- Valid Alaska driver's license

TO APPLY: Applications can be picked up at the Yakutat Community Health Center. Please submit full applications at Yakutat Community Health Center.

NATIVE AMERICAN PREFERENCE WILL BE APPLIED TO HIRING OF THIS POSITION AS DEFINED IN TITLE 25, US CODE, CHAPTER 14, SUBCHAPTER V, SUBSECTION 273 & 274. WE ARE AN EQUAL OPPORTUNITY EMPLOYER WITH PREFERENCE GIVEN TO QUALIFIED NATIVE AMERICAN APPLICANTS IN ACCORDANCE WITH FEDERAL LAW AND TRIBAL POLICY.

The Yakutat Tlingit Tribe is a drug free work place and this position may be subject to random drug tests.

Posted by:

C. Kohne

3/20/19

MISSION:

To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people; to maximize our social, health & well-being while creating economic development benefits to all tribal members.