



# NORTON SOUND HEALTH CORPORATION

P.O. Box 966  
Nome, Alaska 99762  
(907)443-3311  
Fax: (907)443-2085

## Job Vacancy Notice

### CTC SUPERVISOR

#### PURPOSE OF POSITION:

Supervise Clinic Travel Clerks in the NSHC service unit. This includes overseeing/monitoring systems relating to patient registration, scheduling and travel. The CTC Supervisor also provides clerical support to the Village Health Services Department. This includes scheduling appointments, conferences, drafting correspondence, compiling and processing various reports and maintaining files pertaining to Village Health Services. As requested, records and transcribes some staff and committee minutes. Maintains the village travel schedule for NSHC.

#### EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and 2 year's administrative experience is required.

**Licensure and Certification:** None

Date:

Closing Date:

For an application, detailed job description or more information, please contact:

NSHC Human Resources Department:

Insert Recruiter Info Here

Email address

Phone

907-443-2085 fax

[www.nortonsoundhealth.org](http://www.nortonsoundhealth.org)

*NSHC will apply Alaska Native/American Indian (under PL 93-638), EEO, and Veteran Preferences. To ensure consumers are protected to the degree prescribed under federal and state laws, NSHC will initiate a criminal history and background check. NSHC is a drug free workplace and performs pre-employment drug screening. Candidates failing to pass a pre-employment drug screen will not be considered for employment.*