

Job Announcement

Elders Case Manager: Full-time (37.5 hours per week) position in Anchorage. Will be the first point of contact for any questions concerning or requests for services from individuals or family members within the Aleutian Pribilof Islands Association (APIA) region in regards to an elder; the Elder Care Case Manager will function as a triage manager providing information, referral and care coordination services; this position will be stationed at the APIA administration office and must be willing to travel to the region. Will work closely with Elder Services Program Assistant and will report to the Wellness Administrator.

Qualifications: High School diploma or GED required; BA in Social Work or related field preferred. Experience working as a case manager in health care field and/or with the elderly required. Knowledge of local and state resources and services for elderly or other vulnerable populations. Must be organized and capable of keeping clear documentation and client records. Must have the personality and willingness to deal with difficult situations, families and clients via phone and in person; must be able to work independently and to make independent decisions; must be a self-initiator with high energy and devote time and commitment. Knowledge and experience in office protocols and procedures with hands-on computer experience in word processing and spread sheets. Interest and knowledge of Native lifestyles preferred. Willingness and means to travel and have a valid Alaska Drivers License. Willing to take training and attend workshops and meetings periodically to enhance job performance and knowledge. Native preference will be given, depending upon qualifications. Salary \$17.70-\$19.94 DOE + benefits. Please submit application/resume to Aleutian Pribilof Islands Association, Inc., Attn: Human Resources Director, 1131 East International Airport Road, Anchorage, AK 99518 or fax to 907-279-4351 or e-mail to nancyb@apiai.org.