

Job Announcement

(May 15, 2017)

Position: Client Services Coordinator

Company: COMPASS Homecare (a division of Center for Community)

Position Location: Anchorage, Alaska

Compensation: \$16.00, possibly more DOE&E.

Minimum Requirements: (a) High School Diploma, and (b) One year experience coordinating or providing services in a human services field.

Training and/or skills: Care Coordination training preferred. Friendly phone etiquette. Grammar and spelling appropriate for business. Verbal communication and listening. Written documentation, excellent organization (filing, time management, documentation). Ability to problem solve. Intermediate knowledge and experience of computers.

Status: Full time (40 hours weekly, Monday – Friday, 8:00 – 5:00)

Closing Date: Immediate Opening, will start selecting applicants for interviews around May 22, 2017. Will accept applications until hiring decision is made.

Benefits: If position is filled full time, group health insurance is available, and hired person receives eight paid holidays per year, and 15 days of personal leave the first year.

See detailed Job Description for specific physical, educational, and other requirements for the Services Coordinator at [Job Description](#)

Application Process:

We prefer for applicants to come in person to 3380 C Street, Suite 108. You may also submit a completed and signed **Job Application** by email, mail, or by fax, to:

COMPASS Homecare
Attn: Claudia Henley, Regional Manager
Email: chenley@cfc.org
Mail: 3380 C Street, Suite 108
Fax: 907-276-6961 Extension #1

The standard Alaska Job Application is available at [CFC Application](#) Please notice that you can fill out the application form, print it, and then take it to COMPASS Homecare, or scan and email it to COMPASS. Or, you can fill in the form and then SAVE it to your computer and email it to COMPASS. However even though this application form shows an email icon (an envelope) at the top, this form cannot be emailed directly to COMPASS from the form's email icon.

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