



**Care Coordination Resource of Alaska (CCRA)** is looking for a full-time dedicated Program Assistant for the Care Coordination Department to join us in enriching the lives of Alaskans in need (\$16.00 per hour depending on experience) in our Anchorage office.

**Position Summary:**

The program assistant is the primary support for the Care Coordination program. This position provides assistance with development, organization and maintenance of centralized information systems, billing, program reports, quality assurance tasks and other duties necessary for day to day operation of the Care Coordination program.

**Benefits:**

Generous leave policy that includes paid holidays, sick leave and paid vacation days.  
Employer matched retirement.  
Working with partners who make a difference every day!

**Requirements and Qualifications:**

- High school diploma or equivalent.
- Minimum of one full year experience in administrative support.
- Ability to pass a state and federal criminal background check.

**How to apply:**

Please send cover letter and resume to:  
Kimberly Adkison, Care Coordination Director [kadkison@ccralaska.org](mailto:kadkison@ccralaska.org)

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

Alzheimer's Resource of Alaska is a statewide 501(c)(3) non-profit organization and Conflict Free Care Coordination Agency dedicated to ensuring the best possible quality of life for individuals who qualify for Alaska's Home and Community Based Medicaid Waivers. Our Mission: Support Alaskans affected by Alzheimer's disease, related dementias and other disabilities to ensure quality of life. We serve Alaskans with Alzheimer's disease and related dementias, elderly needing assistance, people with disabilities and their families. Care Coordination Resource of Alaska is a program of Alzheimer's Resource of Alaska.

**Anchorage**

1750 Abbott Rd.  
Anchorage, AK 99507  
Phone (907) 677-6789  
Fax (907) 561-3315

**Juneau**

3225 Hospital Dr, Suite 202  
Juneau, AK, 99801  
Phone (907) 500-7456  
Fax (907) 500-7457

**Mat-Su Valley**

777 N. Crusey Street  
Suite B101, Wasilla, AK 99654  
Phone (907) 746-3445  
Fax (907) 746-3439