



YELLOWHAWK
TRIBAL HEALTH CENTER

Yellowhawk Tribal Health Center
46314 Timine Way
Pendleton, OR 97801

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www.yellowhawk.org

POSITION DESCRIPTION

POSITION TITLE Information Systems Manager

OPENING DATE 12/6/2019

CLOSING DATE 12/16/2019

DEPARTMENT Finance

LOCATION Yellowhawk Tribal Health Center

SUPERVISED BY Chief Financial Officer

SALARY Grade I-J - \$63,033 - \$108,753

STATUS Full Time; Exempt

MINIMUM QUALIFICATIONS

1. Ten years' experience in systems administration or information systems, with five of those years in the healthcare field.
2. Experience in network maintenance, design and implementation.
3. Knowledge of operating systems and network hardware configuration.
4. Experience with an RPMS system.
5. Must be certified in one or more of the following: Cisco Certified Network Associate (CCNA), CompTIA Network+, Microsoft Certified Systems Engineer (MCSE), Certified Information Systems Security Professional (CISSP), or CompTIA Security+, or the ability to become certified in one or more within six month of hire.
6. Demonstrated ability to work independently as well as effective interpersonal, communication, and leadership skills.
7. Professional level experience with Microsoft product (Windows 7, Windows 10, Windows Server 2012 R2, Server 2016 Data Center, Office 2016 and 2019)
8. Must possess a valid driver's license and maintain insurance requirements to operate General Services Administration vehicles.
9. Must submit to and pass a reference and criminal background check.
10. Must submit to and pass a pre-employment drug and alcohol screening.

Preferred Qualifications:

1. Experience working in a compliance-focused environment (HIPPA, AAAHC, etc.).

DESCRIPTION Job Summary

Primary responsibility for the day-to-day operations of Information Systems resources in a busy and growing health care center. Responsible for developing technology infrastructure and strategizing the efficient use of system and network resources to optimize Yellowhawk's ability to maintain electronic-medical records, communicate with healthcare referral partners, perform medical coding and billing, ensure quality and regulation compliance, internal productivity, and efficiency of care. All duties and responsibilities will be performed in accordance with the Yellowhawk Mission and Vision statements, policies and relevant laws.

Essential Job Functions:

1. Assess organizational and technology infrastructure to provide input on current and future technology investments.
2. Defines and executes strategies to ensure security of programs and systems in accordance with regulatory compliance and federal agencies.
3. Provides leadership to the Information Systems staff in a positive environment.
4. Plan, prioritize, and execute changes to create standardization.
5. Responsible for system security and integrity. Performs appropriate system monitoring.
6. In addition to healthcare systems, supports business and financial systems.
7. Keeps informed of emerging technologies in the Healthcare Information industry that provide cost savings and technological advantages to the clinic. Evaluates technologies as appropriate and participates in the selection, implementation and ongoing support as needed.
8. Provides ongoing support to the end-users of the Resource Patient Management Systems (RPMS).
9. Works with Information System staff within Indian Health Service to maintain connectivity and integrity of the RPMS system.
10. Utilizes diagnostic skills to isolate and correct systems issues.
11. Maintain, troubleshoot, and upgrade Network Devices (bugs, routers, DSUs, printers, faxes, printer servers), and other devices to achieve maximum functionality.
12. Ensure proper and timely communication and resolution of systems issues.
13. Administer and support workstation and server hardware, server operating system software, application and office productivity software and network resources.
14. Position involves access to confidential/sensitive information. Must have the ability to maintain the strictest confidentiality at all times.
15. Must be cost conscious with the ability to work within a budget and develop cost-saving measures.

16. Isolate problems from symptoms, determine alternative, recommend a solution, and effectively communicate these aspect to management and co-workers.
17. Work with all internal customers, management, vendor/business contacts while conveying a positive, service-oriented demeanor.
18. Identify root cause resulting in a methodical resolution.
19. Translate technical information into terminology which corresponds to the end-user.
20. Ability to learn new technologies and apply them to current environments.
21. Other duties as assigned.

Physical/Other Demands:

1. May require sitting for long periods of time. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator, and other office equipment. Requires normal range of hearing and vision. Must be able to move or lift 50 pounds.
2. May require occasional weekend and/or evening work.

NOTICE TO APPLICANTS

Application Deadline

Complete Yellowhawk employment application packets will be accepted until 4:00 p.m., on the posted closing date as found on Page 1 of this announcement, or postmarked on that date. Only those employment application packets which are complete, with all additional required information, as found in the “required employment application packet material” below will be considered. Employment application packets received after the deadline will not be considered.

Required Employment Application Material

Applicants will be required to submit a complete job application packet for each position they desire to apply for. A complete job application packet will include:

1. Completed employment application.
2. Cover letter – explaining your qualifications and experience relevant to the functions of this position.
3. Resume – identifying your qualifications and experiences relevant to the functions of this position.
4. High School Diploma/GED or copy of official college transcripts (whichever is applicable).
5. Preference – appropriate documentation for either Tribal or Indian preference and/or Veteran’s preference.

Application Submission

Submit Complete Job Application Packets to:

via in person or Mail to:

OR via E-mail:

Yellowhawk Tribal Health Center
attn: Human Resources/HR Recruiter
46314 Timine Way
Pendleton, OR 97801

hrrecruiter@yellowhawk.org

APPLICANT REVIEW AND ACKNOWLEDGEMENT

I acknowledge that I have read and understand the duties, responsibilities and requirements of the position for which I am applying.

Signature

Date