

POSITION DESCRIPTION

TITLE: Information Technology Manager
REPORTS TO: Tribal Administrator
LOCATION: Quartz Valley Indian Reservation
SALARY: Negotiable; Depending on Experience
CLASSIFICATION: Full-Time

SUMMARY: Based at the QVIR Administrative Office, the Information Technology Manager is responsible for establishing, maintaining and enhancing the Quartz Valley Indian Reservation computer systems, to include all software packages currently utilized. This position also functions as the QVIR Health Program RPMS Site Manager and Clinical Applications Coordinator.

DUTIES AND RESPONSIBILITIES:

1. Responsible for the Coordination and Completion of IT Projects within the Quartz Valley Indian Reservation
2. Oversees All Aspects of IT Projects; Sets Deadlines; Assigns Responsibilities; Monitors Progress and Summarizes Status of Projects for Upper Management
3. Assists Departments in Recommending IT and Equipment Purchases; Configurations and Coordinates Purchases, Including Inventorying and Installation of New Purchases
4. Oversees IT Network Integrity, Security and Maintenance
5. Maintains and Coordinates IT Work Orders
6. Maintains Network Records, Including I.P. Addresses, E-mail Accounts, Circuits; Coordinates Additions, Deletions and Troubleshoots Overall Performance of Systems
7. Responsible for Set-up and Maintenance of Telephones, Audio and Visual Equipment, Fax and Copiers
8. Develops and Implements IT Management Policies and Procedures to Ensure that IT Systems Support QVIR's Business Requirements and Meet the Needs of End-users
9. Develops and Implements IT Policies and Procedures Related to Healthcare Information Management
10. Responsible for Ensuring Accuracy and Efficiency in the Medical Records Department and Ensures that All Electronic Health Record-keeping and Information Disbursement Complies with HIPAA Regulations
11. Manages All Aspects of the Resource and Patient Management System (RPMS), RPMS Electronic Health Records and Dentrix Electronic Dental Records, Including Troubleshooting, Setting-up New Users, Providing User Training, Coordinating Data Entry, Exporting RPMS Data as Required and Maintaining Security and Integrity of Patient Records
12. Develops and Assists with Maintenance of Clinical Applications, Systems and Databases Specifically for Physicians and Other Healthcare Providers
13. Participate in Quality Improvement Meetings, Provide Data and Prepare Reports
14. Perform General Office Duties and Other Related Responsibilities as Needed and Assigned

KNOWLEDGE, SKILLS AND ABILITIES:

1. Demonstrated Ability to Communicate Effectively with Peers and Superiors, Both Written and Orally; Ability to Speak in Front of Groups, Provide Trainings and Effectively Communicate through Written Policy and Procedures, Email, Memoranda and Training Materials
2. Ability to Maintain a Professional Attitude and Appearance at All Times; Ability to Respond Constructively under Pressure
3. Ability to Work Independently; Efficiently Plan and Implement Projects; Execute Work; Complete Projects on Schedule and Meet Deadlines and Assigned Projects in a Timely, Efficient Manner
4. Ability to Develop, Teach, Monitor and Integrate Complex Programs with Regard to the Use of Computer Systems within the Tribe
5. Ability to Develop and Maintain Detailed Record-keeping Systems
6. Strong Office Skills, Including Tele-communications, Typing, Telephone, Filing, Copiers, Microsoft Office Components (Word, Excel, Power Point and Outlook), Etc.
7. Ability to Work Effectively and Efficiently under Pressure; Prioritize Multiple Projects and Meet Multiple Competing deadlines
8. Knowledge of Current Healthcare Industry Privacy Act, HIPAA, OSHA and Security Requirements
9. Ability to Establish and Maintain Effective Relationships; Coordinate Activities Among Departments within the Tribe and Groups Outside the Tribe
10. Ability to Analyze and Report Specific Needs of Computer Systems

REQUIREMENTS:

1. AA Degree in Computer Sciences and Five Years' Experience in Current PC Networking Systems (Substantive experience may be substituted for education requirement.)
2. An Understanding of PC Hardware and Networking with Experience in RPMS a Plus
3. Demonstrated Proficiency in the Set-up and Installation of Computer Networks, Office Equipment, Hardware and Software
4. Ability to Coordinate a Number of Projects, Personnel and Work-sites to Meet Specified Objectives while Maintaining Accurate Detailed Records of Projects
5. Must have Excellent Mathematical Skills and Communication Skills; Both Oral and Written
6. Must have Good Time Management Skills
7. Possess a Valid Driver's License, Good Driving Record and be Insurable by the Tribe's Insurance Carrier
8. Must Adhere to Confidentiality and HIPAA Policies
9. Shall Attend All Required Meetings and Functions, as Requested
10. Shall be Readily Available for Local and Out-of-Area Travel, as Required for Job-related Training
11. Shall Participate in Available Trainings Pertinent to the Job
12. Bondable
13. Ability to Successfully Pass a Pre-employment Drug and Alcohol Screening Test and Criminal Background Check

Indian Preference:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

To apply, submit application and resume to: Quartz Valley Indian Reservation, 13601 Quartz Valley Road, Fort Jones, CA 96032. Fax: (530) 468-4478. Applications may be obtained online at www.qvir.com or at the Tribal Administrative Building.

Acknowledgement:

I acknowledge that I have read and understand the attached job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel that I might need to allow me to perform these functions. I agree to abide by all administrative and medical policies and protocols of the Quartz Valley Indian Reservation.

Signature

Date

Print Name