

JOB ANNOUNCEMENT

Position: Clinical Applications Coordinator/IT Specialist

Program: Tribal Health Administration

Supervisor: Information Technology Site Manager

Classification: Non-Exempt

Salary: \$36.35 per hour (Grade 29, Step 01)

Account Code: 20-3000-9008-26-6000

OPENS: October 17, 2025

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-

135

SPECIAL CONSIDERATIONS:

Because of the sensitive and trusted nature of this position, the Pharmacy Technician is subject to initial, for cause, and random drug/alcohol testing, a thorough background check, and must meet requirements to be bonded. The position will have access to confidential medical records and patient information. Any violation of patient confidentiality, HIPPA requirements, or failure of a urine drug screen will constitute

grounds for immediate termination. History of prior drug or alcohol misuse or abuse will disqualify an applicant.

Summary of Functions:

Serves as CAC/IT (Clinical Applications/Information Technology) Specialist and is responsible for the installation, daily operation, and maintenance and problem resolution for multi-user desktop workstation computer systems with regards to software and clinical applications. Coordinates and provides consultation on all automated data processing (ADP) and management information systems (MIS). The information system (IS) includes computers, telecommunications, and various clinical and administrative practice management software, Electronic Health Record (EHR) systems. The Specialist implements and provides ongoing support of the EHR used in the clinic setting.

Major Duties & Responsibilities:

1. Responsible for the setup, integration, implementation and maintenance of software and applications for the healthcare organizations health information's systems.
2. Customize and manages application site parameters, addresses integration issues and determines if procedural versus system application deficiencies.
3. Responsible for the setup, maintenance, support and troubleshoot of multi-user and workstation computer systems. Provides technical consultation and assistance to all technical, medical and business professionals.
4. Ensures staff's health information equipment is performing to meet the goals and objectives of the organization. This will include onboarding and ensuring staff have all pertinent access to perform their duties.
5. Assists with evaluating methods or alternatives and preparing feasibility studies and cost analyses of meeting IS needs for Owyhee Community Health Facility (OCHF) programs.
6. Coordinates and manages contract specifications for purchases of hardware, software licensing and service agreements. Assist the Site Manager in Monitoring and participates in the contractor's performance of acceptance tests and vendor performance of contracted services or agreements.
7. Provides support on current E.H.R. and other software applications; to new and updated features; and assure trainings are scheduled for new users. Emphasizes the importance of timeliness, accuracy, and security functions of administrative and clinical applications.
8. Coordinates the preparation of E.H.R. and IS programming specifications that aligns the multi-system processes to assure appropriate data flow from the point of care to billing and reporting applications.
9. Setup basic document parameters, create and update note templates, follow business rules, assigns or allocates practice management key menu security keys, provide guidance in clinical document configuration, assist clinicians in electronic signature codes and basic E.H.R. setup functions.

10. Develops and utilizes programming tools to enhance the provisions of patient care through the creation of quick orders, pick lists, note templates, orders, and consults guidelines designed to facilitate appropriate documentation processing.
11. Programs and utilizes enhanced electronic clinical decision support (CDS) communication features of alerts, reminders, and other clinical tools to optimize patient care. Incorporates national guidelines, Indian Health Services (I.H.S.) and national clinical indicators for CDS.
12. Analyzes data sources and information use along with coordinating efforts of the flow of data processing for data validity, data security, and sufficient storage or data warehousing.
13. Coordinate and process all network and computer maintenance schedules. Routinely runs diagnostic software and equipment maintenance optimizing integrity and efficient use of ISSs. Acquires assistance from vendor technical support teams as needed.
14. Maintains current versions of information and computer system manuals that includes operation manual covering, at a minimum, system loading, rebooting and recovery procedures, diagnostic aids, information that defines data element content, security and catastrophic recovery plan.
15. Maintains security measures set forth by the Health Insurance Portability and Accountability Act (HIPAA) Security provisions to prevent unauthorized access to protected health information.

Minimum Qualifications and Experience:

- 1.) Associates degree or 24-semester hours in computer science, information science, information systems management, or any other relevant field.
- 2.) Preferred experience working with health care information systems and applications in a health care setting.
- 3.) Preferred specialized experience that's equipped the applicant with the particular competencies/knowledge, skills, and abilities to successfully perform duties of this position.
- 4.) Valid Driver's License

Preferred Knowledge Required by the Position

- 1.) Experience serving as a liaison between groups within an organization, as an effective member of organizational teams and in coordinating software implementation projects.
- 2.) Be able to work flex hours on occasion or short notice. Ability to work independently, to plan, coordinate and implement projects and to complete projects on schedule.
- 3.) Knowledge of current healthcare industry privacy and security standards such as the Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security Provisions.
- 4.) Maintains effective working relationships with clinic staff and representatives of other departments and organizations.

- 5.) Extensive knowledge of a wide range of analytical and diagnostic methods, procedures and principles regarding hardware, storage devices and interrelationship between host and remote computer systems and telecommunication processes.

Supervisory Controls:

The Site Manager will serve as the incumbent's supervisor and makes assignments on the basis of overall organization and department goals and objectives. Additionally, the Clinical Applications Coordinator/Information Technology (CAC/IT) Specialist will coordinate activities with other appropriate personnel in regard to system wide malfunctions and operational difficulties or problems. Incumbent may also work independently with special work groups for the purposes of organizational quality performance.

Guidelines:

The organization will determine the written manuals, procedural handbooks and other directives which will cover computer hardware, software and application program use. Such as the SPT, OCHF, IHS, and other guidelines as approved by the OCHF. Problems and conditions which arise are not specifically covered in these established guidelines and the incumbent must use independent judgment in interpreting and adapting these guidelines to fit new processing requirements or to resolve unusual hardware, software or application software problems.

Complexity:

The incumbent performs a wide variety of standard and nonstandard operating procedures using a variety of methods and procedures. Also performs problem-solving duties involving a wide range of possible error occurrences in the hardware, operating software, and application software and telecommunication systems. Incumbent must arrive at solution based on all-inclusive check on all components parts of the computer system. Assessments of unusual circumstances or conditions must be evaluated with regard to the development of appropriate corrective action to be taken in the resolution of specific problems or in dealing with incomplete or conflicting data.

The incumbent makes the decisions and devises solutions based on a thorough understanding of the hardware, software and system components. This involves interpreting considerable data to identify the problem, planning and implementing solutions and refining or designing operating methods or techniques.

Scope & Effect:

The work involves monitoring, operating and devising means to maintain continuity of work flow through normal and degraded system conditions; resolving common and unusual operating problems; ensuring that telecommunications are operational; and participating in the development of appropriate operating procedures for new and revised processing and systems software requirements.

Work results affect the efficiency of operations, quality of data processing products and services, and the adequacy of data used in subject matter process.

Personal Contacts:

Personal contacts are with supervisor, other CAC/IT specialists, specialists in the data processing and subject matter areas outside the immediate organization, users of data processing services and vendor representatives.

Purpose of Contacts:

The purpose of contacts is to plan, coordinate or resolve unusual operating conditions and equipment problems; to develop procedure for handling new processing requirements; to direct operational activities; and to expedite priority workloads and to provide training and advice to computer operators and computer assistants at the Owyhee Community Health Facility.

Physical Demands:

The work requires regular and recurring periods of walking, bending and stooping, lifting and carrying items as much as 60 pounds. Some electrical hazards may be encountered during hardware maintenance.

Work Environment:

The work involves the common risk and discomforts of a hospital and office setting, requiring normal safety precautions. The work area is adequately lit, heated and ventilated.