



## TOIYABE INDIAN HEALTH PROJECT OFFICIAL POSITION DESCRIPTION

### INFORMATION TECHNOLOGY DIRECTOR

*Program:* **Information Technology (IT)**

*Salary:* **\$112,786 – 151,912**

*Supervisor:* **Chief Operations Officer (COO)**

*Salary Range:* **27**

*FLSA Status:* ☐ Exempt ☒ Non-Exempt

*Position Type:* **Regular Full-Time**

TIHP Board Approved \_\_\_\_\_

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### POSITION DESCRIPTION

Administers and provides technical oversight to the Information Technology Department. Responsible for achieving goals, meeting quotas, eliminating security risks and increasing patient satisfaction. Provide management and oversight of the hierarchical infrastructure of health care information systems. Directs and evaluates the information technology team.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Oversees technical projects in alignment with organizational goals.
- Directs the effective delivery of networks, development, and disaster recovery systems and processes.
- Works with organization Directors to find solutions to manage business activities.
- Supervises a team of IT professionals while working closely with management, external vendors and advisors.
- Prepares financial budgets and presents proposals for capital projects to senior executives.
- Researches and recommends new products.
- Identifies new market opportunities.
- Leads efforts to improve IT processes.
- Develops reliable metrics for hardware, software and storage while ensuring strategic capacity planning.
- Communicates clearly with administrative and health care staff as well as patients and vendors.
- Oversees the operation of server systems.

- Identifies security vulnerabilities and eliminates them with strategic solutions that increase data safety.
- Directs and supports implementation of software and hardware upgrades.
- Identifies and recommends new technology solutions for implementation within the organization.
- Manage the clinic's help desk.
- Develops contracts for contracting units providing services to clients and personnel. Performs duties with maximum confidentiality on all department issues.
- Performs other job-related duties as assigned by the COO or designee.

#### **REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

- Education – Equivalent to a Bachelors' Degree in Computer Science, Information Technology or related field. Master's Degree preferred.
- Experience - At least 5 years' experience in healthcare information technology and Electronic Medical Records (EMR) systems. At least 3 years' experience with systems integration. Experience in the most current technologies and products used in the industry. EMR implementation experience highly preferred.
- Extensive computer skills with regular word processing programs (such as Microsoft Office) and various electronic technologies.
- Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
- Cardiopulmonary resuscitation (CPR) certified or obtain within three months of hire.

#### **PREFERRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

- Bi-Lingual/Spanish Speaking

#### **ALL TIHP EMPLOYEES ARE EXPECTED TO:**

- Provide the highest possible level of service to clients.
- Promote teamwork and cooperative effort among employees.

- Abide by all immunization and infection control policies.
- Maintain safe practices.
- Abide by the current and future TIHP Policies and Procedures, as they may from time to time be updated.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Sitting / Mobility:** Approximately 40% of time is spent working at a desk. Balance of time (approximately 60%) is spent moving around work areas. **Communication:** Ability to effectively communicate with co-workers, members of outside agencies, in person, by telephone, and by email. **Vision:** Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing no more than 50 pounds. **Stooping / Kneeling:** Ability to access files/stock supplies in low cabinets and shelves. **Reaching / Handling:** Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public

## **EMPLOYMENT INFORMATION**

**INDIAN PREFERENCE:** Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Toiyabe Indian Health Project, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

**EQUAL OPPORTUNITY EMPLOYER:** TIHP does not discriminate on the basis of race, color, national original, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** TIHP is committed to maintaining a drug free and alcohol free workplace. TIHP believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of TIHP.

**HIPAA Health Insurance Portability and Accountability:** This act was enacted to deal with these main areas with regard to patient information. Uses and Disclosures for Treatment, Payment, and Health Care Operations (45 CFR 164.506) are also covered under this act. HIPAA

- Security of Private Health Information
- Standards of Electronic Transactions
- Privacy of individually identifiable health information
- Ready access to treatment and efficient payment for health care, both of which require use and disclosure of protected health information, are essential to the effective operation of the health care system. In addition, certain health care operations—such as administrative, financial, legal, and quality improvement activities—conducted by or for health care providers and health plans, are essential to support treatment and payment.

**DRIVING RECORD:** Employees must have a valid Driver License and be insurable under THIP's vehicle insurance program.

**BACKGROUND CHECKS:** All employees must be able to pass a background check per Toiyabe's Background Check Policy.

***Toiyabe Indian Health Project is an At-Will Employer. Either the employee or TIHP can terminate the employment at will, without advance notice, at any time, with or without cause.***

#### **EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT**

I have received a copy of this approved position description. The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Board of Directors reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This acknowledgment will be placed in the employee's personnel file and copy given to employee.***