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**LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

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**HUMAN RESOURCES**

*P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
Phone: 906-358-4226 Fax: 906-358-4913*

**JOB VACANCY****POSTED 03/08/2018 UNTIL FILLED**

**POSITION:** Health Information Technologist  
**DEPARTMENT:** Health Center  
**LOCATION:** Lac Vieux Desert Health Center  
**SUPERVISOR:** LVD Health Director  
**EMPLOYMENT:** Full Time  
**SALARY/PAY RATE:** 22.00 – 27.00 per hr.

**DESCRIPTION:**

The Health Information Technologist (HIT) is responsible for maintaining and improving all I.T. functions for the Lac Vieux Desert Health Center.

**RESPONSIBILITIES:**

- Supports and manages all EMR functions and interface connectivity.
- Works with network consultants for high-level connectivity work and desk top support.
- Provide daily desktop support including lost passwords, email issues, printer/scanner connectivity, software installation, virus removal, and software updates.
- Analyze business user needs,
- Develop the creation of data queries / reporting requirements.
- Determine correct network component for data access.
- Ensure secure and effective protection and integrity of data assets.
- Develop data management policies and procedures.

- Maintain linked networks with other program sites.
- Provide basic training in email and Office applications to all LVDHC employees when necessary.
- Install new software and maintain existing software.
- Ensures practice maintains accreditation standards.
- Manage phone network and act as liaison with telephone and I.T. consultants.
- Maintain video conferencing equipment and conference phones.
- Maintain software inventory and licensing.
- Advise on software and hardware purchases.
- Be point of contact for all upgrades and purchases of I.T. software and hardware.
- Help design computer-involved large-scale projects.
- Organize data backup and security.
- Troubleshoot connectivity issues or other related problems.
- Other duties as assigned.

### **QUALIFICATIONS:**

- Bachelor's degree in Information Technology or related field and/or 2 years of experience in I.T.
- Familiarity with Microsoft Windows platform.
- Familiarity with Adobe, Adobe Acrobat.
- Experience in website design and maintenance.
- Requires a high level of personal integrity and ethics.
- Requires a high level of problem solving and organization skills.
- Requires willingness and ability to learn new skills, including travel to conferences and training sessions.

### **PAY, BENEFITS AND WORK SCHEDULE**

Pay rate based on licensure, certifications, and experience

1. *The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**Date Approved by the Tribal Council: 12/12/2017**