



Position Title: Information Technology Director

Position Summary: The Information Technology Director oversees the development of a network wide electronic health record initiative and provides the organization's technology vision and leadership. The Information Technology Director is responsible for planning, development, evaluation, coordination and management of the information and technology systems for the organization. This includes voice, data, imaging, health care practice management systems, office automation, and agency help desk.

Reporting Responsibilities: The Information Technology Director reports directly to the Executive Director.

Responsibilities:

Management and Leadership

1. Provides the technology vision and leadership to support the organization's overall strategic vision, mission, and culture.
2. Responsible for planning, development, evaluation, coordination and management of the information and technology systems for the organization. This includes voice, data, imaging, practice management systems, and office automation.
3. Reviews and negotiates, as appropriate, all hardware and software acquisition and maintenance contracts, soliciting involvement and participation of other management team members as appropriate. Develops, when possible, master purchase or lease agreements for hardware, software, maintenance, and telecommunication services.
4. Manages relationships with vendors for sales, services, and support of all information systems and technology.
5. Prioritizes IT projects and supervises IT staff and consultants.
6. Communicates IS/IT plans, policies, and technology trends throughout the organization including management, professional, and support staff.

Systems Administration

1. Ensures that all information systems and networks operate according to internal standards, external accrediting agency standards, regulatory agencies, and legal requirements.
2. Develops and maintains an enterprise wide business recovery plan to ensure timely and effective restoration of IT services in the event of a disaster.
3. Develops and maintains enterprise IT policies and standards relating to the acquisition, implementation, and operation of information technology and communication systems.

4. Develops and enforces policy and procedures to ensure the protection of the organization's IT assets and the integrity, security, and privacy of information entrusted to or maintained by the organization.
5. Approves, coordinates, and controls all projects related to selection, acquisition, development and installation of major information systems for the organization.

Electronic Health Record Planning

1. Oversees development of a network wide electronic health record initiative, including community health center organizational readiness assessments, review of county EHR plan, options for integration and network wide electronic health record implementation, vendor research, development of vendor, and network wide EHR plan.

Coordination and Collaboration

1. Staffs Health Systems Committee.
2. Works with member community health center members to develop IT priorities within the Health Systems Network.
3. Actively participates in various peer networking forums.

Technical Services

1. Oversees the relationships between the organization's IT resources and external entities (e.g. government, vendors, and other health care organizations).
2. Monitors technical services agreements with members to ensure timeliness and quality of services provided.
3. Seeks to expand capacity of Community Health Partnership to provide technology technical assistance to its member health centers.
4. Oversees, internal help desk effectiveness and evaluates technology training needs among Partnership staff

General

1. Carries out all responsibilities in an honest, ethical, and professional manner.
2. Other duties, as assigned.

Qualifications:

Successful candidates must have standard system administrator and other relevant certifications, as well as direct experience in the health care sector, preferably with community health centers and/or public health sector. Skill in Health Information Technology planning and implementation is critical for the success of this position. Also successful candidate must be a team player and be willing to work along side technology staff to get the job done. An ideal candidate will be committed to the values, mission, and goals of Community Health Partnership.

Application Instructions: Submit resume to jobs@chpscc.org. Resume must be submitted in the body of an email. NO ATTACHMENTS WILL BE ACCEPTED! No phone calls please.