

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: IT Specialist (Clinic)**

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<b>EXEMPT: Yes</b>	<b>JOB CODE: 2-M T5</b>
<b>TARGET SALARY: \$25.80 to \$30.35/DOQ</b>	<b>SHIFT: M-F 8-5 Flex</b>
<b>PROGRAM: Clinic</b>	<b>LOCATION:</b>
<b>REPORTS TO: Administrative Officer</b>	

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**SUMMARY:** The primary purpose of this position is to serve as the Sophie Trettevick Indian Health Center (STIHC) technical expert on all aspects of existing and proposed computer and telecommunications systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Oversees and services the STIHC information technology systems. May supervise desktop support staff.

Oversees the Resource and Patient Management System (RPMS). This includes testing and evaluating of the various software program ran by STIHC systems, as well as detecting and resolving minor to major problems.

In collaboration with the Facilities Manager, maintains telecommunication systems, oversees or hooks up and documents new users and changes, and assist in the installation of wires and cables.

Anticipates future needs, propose alternative solutions, procedures and installs and oversees replacement and enhancement components.

Responds to a wide variety of customer concerns, ranging from system malfunctions to hardware and software problems handles complex and serious cases, may refer some especially complex cases to the approximate Portland Area Office, Department of Information Management.

Incumbent operates RPMS peripheral equipment to enter data for the process of building a patient data base and exporting data to the Portland Area Office. Manages and coordinates processing schedule with the DIRM and performs the monthly - transmission activity, adjusting the transmission site parameters as necessary, in order to meet deadlines.

Responsible to work with the STIHC directors/managers/end users for resolving coding and software problems, and offers suggestions for software enhancements.

## **QUALIFICATIONS**

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) in computer science, information system or related field.

Knowledge of RPMS preferred

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid Washington state Driver's license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

## **OTHER QUALIFICATIONS**

### **OTHER SKILLS AND ABILITIES**

Must have the ability to effectively interact with all levels of diverse work-force and clientele via telephone and personal contact, in a courteous, helpful and effective manner, contributing to a positive work environment.

Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work, to meet deadlines, and ensure accuracy in completing work. Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary, and to work independently.

Knowledge of established computer and telecommunications techniques, requirements, methods, sources and procedures.

Ability to interpret and apply locally developed policies and guidance, as well as Indian Health Services DIRM policies. Ability to follow standard and approved practices in telecommunications and computer systems.

Knowledge of system analysis and design procedures and techniques.

Knowledge of research techniques, methods and procedures.

Knowledge of current theories principles, and technologies of information processing.

Knowledge of the installation, diagnosis, maintenance, and repair of computer WAN, LAN and related systems.

Knowledge of instructional methods, techniques and practices.

Knowledge of programming language.

Knowledge of technological trends and development of information security and risk management.

Knowledge of information system securing controls.

Skill in planning and implementing computer systems, services and programs for STIHC.

Skill in overseeing and performing system analysis, programming and customizing software to meet individual users or department needs.

Skill in communicating technical concepts to users in understandable language.

Skill in identifying and defining user requirement and conceptualizing workable system to meet those needs.

Skill in coordinating and implementing training of staff.

Ability to maintain strict confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, requires some walking, bending, long periods of standing. May occasionally lift up to 25 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually very loud.

### **SPECIAL REQUIREMENTS**

**Immunization Requirements:** Must be immunized against measles and rubella, or provide documentation/proof of immunity prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

**Special Consideration:** if you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment.

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council  
Human Resources  
P.O. Box 115  
**71 Makah Bay Drive**  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: [katherine.thompson@makah.com](mailto:katherine.thompson@makah.com)

**OPEN: March 23, 2018**  
**CLOSE: April 19, 2018**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.