

IT Coordinator

Job Description

Crosspoint Human Services is seeking an individual to join our team, that wants to make a difference, promote a culture of caring and support our staff and the agency's computer and technical needs. Crosspoint Human Services is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, sexual orientation, status as a protected veteran, or status as qualified individual with a disability.

Job Responsibilities:

The primary responsibility is for the development, growth, and ongoing maintenance of network, computer hardware and software: to ensure smooth and efficient operations for entry, accessibility, and storage of electronic health records. Maintaining maximum internal/external security while allowing ease of accessibility for staff involved in direct service provision. Maintain security and access in accordance with contract requirements and federal and state laws. Training of new and existing employees on hardware and software use, as necessary.

- Maintain, schedule, and test software updates, to ensure up to date versions are being utilized.
- Design, test and implement electronic reporting & billing formats consistent with contract guidelines to maximize efficiency and proper payments.
- Provide MIS/ Operations training and orientation to new and existing staff as appropriate.
- Work closely with billing and the individuals using the electronic health records software.
- Provides technical support by phone, remote access and on site as needed.

Job Requirements:

- Degree specializing in Computer/Software design/use and/or equivalent experience in areas of hardware set-up and configuration, network operations, and/or programming knowledge.
- Prior experience in MIS/IT area preferred.
- Advanced computer experience/knowledge required.
- Must demonstrate excellent communication, both written and verbal, and excellent interpersonal skills.
- Must be able to lift a minimum of 50lbs on occasion.

Desired Experience:

- 3-5 years' experience with electronic health records and billing is preferred.

Benefits:

- 401 k participation after 90 days participation with match.
- Employer paid long term disability insurance.
- Health Insurance 75 % premium employer paid. Effective 1st day of the month after hire.
- Dental and Vision insurance.
- Professional development assistance.
- Tuition reimbursement.
- Referral program.
- 17 paid vacation days annually
- 12 sick days annually
- 10 paid holidays.
- Paid jury duty and bereavement leave.