



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT
****READVERTISEMENT****

POSTING NO: 116-18

OPENING DATE: 09/10/2018

CLOSING DATE: OPEN UNTIL FILLED

POSTED: IN/OUT

POSITION: CLINICAL APPLICATION COORDINATOR

PAY GRADE: NE11 (\$20.45/h - \$24.03/h)

FLSA STATUS: Non-Exempt

DEPARTMENT: Health

REPORTS TO: Director of Clinic Services

This position is located at the Pueblo of Isleta Health Clinic, Isleta, New Mexico. Performs ongoing support of multi-service clinical software applications. Develops templates and other tools to increase efficiency. Responsible for a broad range of activities related to implementation of a comprehensive, standardized, integrated health care information system.

Minimum Qualifications/Requirements:

- Bachelor's degree in health science field (e.g., nursing, pharmacy, lab, etc.) with applicable, current license for that profession
- Experience with installing, monitoring or managing clinical application programs involving electronic health records; experience with Resource & Patient Management System (RPMS) preferred
- Specific healthcare work experience in quality improvement, systems design, or project management

Knowledge, Skill and Ability Requirements: Describe how you obtained these Knowledge's, Skills and Abilities

- Knowledge of applicable federal, state, county and local laws, regulations and requirements, including patient rights and confidentiality
- Knowledge of computerized health information systems and applications
- Knowledge of current and emerging trends in technology, techniques, issues, and approaches in area of expertise
- Knowledge and understanding of current principles, methods, and procedure of delivery of health care
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Ability to maintain confidentiality
- Ability to communicate efficiently and effectively both verbally and in writing
- Ability to handle multiple tasks and meet deadlines

READVERTISED 11/09/2018

Other Requirements:

Individual selected is subject to the following:

- Must be able to pass a TB screening
- Satisfactorily pass a background investigation, with NO prior convictions of any felonies
- Must have fingerprinting complete prior to employment.
- Must comply with the Pueblo of Isleta Drug Free Workplace policies

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.