



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Health Applications Assistant
Information Technology (IT)
Lummi Tribal Health Center (LTHC)

OPEN: January 12, 2023

EXEMPT: Yes

SALARY: (7) \$20.07-\$22.60/hr. DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Administration

DEPARTMENT: IT

SUPERVISOR: IT Director

VACANCIES: 1

JOB SUMMARY: Health Applications Assistant is responsible for supporting the Health Applications Coordinator with implementation, optimization, and ongoing support of electronic health record (EHR) applications. This position is responsible to support workflow transformation, validation, testing, evaluation, end-user training, implementation of health applications and processes. This position will support health program development and monitoring through data reporting and extraction.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Serve as a support resource for EHR applications across health departments and all end-users as needed
2. Work closely with end-users on potential impacts that change in EHR applications will have to health staff work processes
3. Support processes related to information flow throughout health programs, working across departments
4. Perform health applications end-user testing and validation
5. Conduct EHR related issue or project field assessments, data gathering and initial forensics
6. Assist with efforts to correct deficiencies and errors that occur with operation of health applications
7. Maintain EHR application design, function and process flowcharts and documentation
8. Prepare EHR applications training documentation and conduct individual and group training sessions on existing, upgraded, and new applications; Ensures training is scheduled for new users
9. Support end-user onboarding and duty-related transitions
10. Participates in support of capturing health information into EHR repositories; ensures these activities follow established procedures and protocols
11. Support activities with outside agencies to ensure optimal functioning of EHR applications
12. Work closely with technical staff to complete tasks and projects related to health technologies

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- **AND**, Pursuing Associate degree/certificate in Health Informatics, Health Sciences, or technical discipline
- **OR**, Completed Associate degree/certificate in Health Informatics, Health Sciences, or technical discipline - *preferred*
- **OR**, 5 years of directly experience in clinical system support at a hospital or academic medical center in lieu of education
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Experience with clinical based applications
- Experience working with AI/AN populations
- Experience with Microsoft Windows products
- Ability to communicate effectively with supervisors and staff
- Oral and written skills with the ability to effectively communicate complicated technical information to end users
- Ability to manage and meet deadlines without supervision.
- Knowledge of a broad range of patient care activities with an understanding of how different services and functions interact.
- Ability to work independently, as well as part of a team.
- Skilled in problem solving and managing interpersonal relationships in the workplace.
- Working knowledge and understanding of HIPAA policies and requirements
- Ability to always maintain strict confidentiality.
- Ability to work flexible hours as needed

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check
- Must participate in LIBC HIPAA training within 30 days of hire.
- Must have no convictions of moral turpitude or felony and not have been convicted during the past year of a misdemeanor.
- This position has direct access to security sensitive data, facilities
- No criminal behavior, on or off duty.
- Must always maintain strict confidentiality.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov. For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.