Karuk Community Health Clinic
64236 Second Avenue
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Karuk Tribe

Administrative Office
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64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic
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Phone: (530) 493-2201
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Vacancy Announcement

Title: RPMS Site Manager

Reports to: Information Technology Director

Location: Happy Camp

Salary: $16 to $30 per hour, depending on experience

Classification: Full-Time, Regular, Non-Exempt, Non-Entry Level

Summary: The RPMS Site Manager will perform the installation; troubleshooting and maintenance of the Electronic Health Records (EHR) and Resource Patient Management System (RPMS). Responsibilities include providing advice, assistance and training to all users of the RPMS system.

<u>Application Deadline: July 20, 2021 at 5:00 PM</u>

Applications are available at all Tribal Offices or on the Internet at <u>www.karuk.us</u>. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: <u>www.karuk.us</u> or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: <u>vsimmons@karuk.us</u>

<center>**POSITION DESCRIPTION**</center>

Title: RPMS Site Manager

Reports to: Information Technology Director

Location: Happy Camp

Salary: $16 to $30 per hour, depending on experience

Classification: Full Time, Regular, Non-Exempt, Non-Entry Level

Summary: The RPMS Site Manager will perform the installation; troubleshooting and maintenance of the Electronic Health Records (EHR) and Resource Patient Management System (RPMS). Responsibilities include providing advice, assistance and training to all users of the RPMS system.

Responsibilities:
1. Shall update, maintain, and troubleshoot the RPMS health database and the EHR application.

2. Shall be responsible for maintaining the integrity of all patient information data from all facilities and departments in the RPMS system.

3. Shall manage user access and security keys to the RPMS database and Ensemble to meet HIPAA Security and Privacy standards.

4. Shall perform database backups routinely as required and verify automatic backups are completed daily.

5. Shall monitor Ensemble functions daily, resolve any issues and report as needed.

6. Shall export data from the systems as requested.

7. Shall print requested reports and data scans.

8. Shall consistently attend the RPMS Site Manger training workshops and other job-related trainings.

9. Shall coordinate RPMS related user trainings as requested or as necessary, including orienting new employees with the RPMS system.

10. Shall work with Indian Health Services for RPMS and EHR software package implementation, customization and integration with other software applications.

11. Shall coordinate with IHS to manage HIE, Messaging, and PHR Administrative accounts as needed including ID verification of users.

12. Shall work with CQI staff to implement organizational wide performance improvement activities and maintain compliance with current accreditation standards.

13. Shall prepare a monthly report for the Health Board and attend monthly Health Board meetings.

14. Shall ensure the confidentiality, security, and safety of electronic patient records and demonstrate compliance with medical records policies and procedures and well as the requirements of HIPAA.

15. Shall act as HIPAA Security Officer for KTTHSP and work with HIPAA Privacy Officer as needed to resolve incidents.

16. Shall work with the IT department to install and troubleshoot new IHS and commercial software.

17. Shall make recommendations to improve existing software.

18. Shall evaluate new software and hardware to determine usefulness and compatibility with existing health program software and hardware.

19. Shall work with IT Staff including the EHR Clinical Applications Coordinator (CAC) on development, implementation, and administration of the Karuk Tribe network and the RPMS EHR software.

20. Shall perform trouble-shooting of the network, especially problems associated with RPMS, EHR and other health related issues.

21. Shall assist users by installing and upgrading software, installing hardware and configuring systems and applications for EHR and RPMS systems.

22. Shall assist in the upkeep and maintenance of the health network, including but not limited to computers, printers, and servers.

23. Shall ensure the accuracy and timely submission of all required reports to contracting agencies.

24. Shall assist in the procurement, purchasing and testing of new software and equipment.

25. Shall exhibit exceptional customer service.

26. Shall be responsible for the completion of the annual Security and Awareness Training organization wide.

27. Shall be available for local and out of the area travel as required for job related training. Readily attend all required meetings and functions as requested.

28. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

29. Shall perform administrator duties for the CareLearning Human Resources program.

30. Shall monitor daily CQM "Clinical Quality Measures" data extractions in the BMW/BPRM Scheduling application.

Qualifications:
1. Have the ability to work effectively with Native American people in culturally diverse environments.

2. Have the ability to manage time well and work under stressful conditions with an even temperament.

3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.

4. Have the ability to understand and follow oral and written instructions.

5. Have strong inter-personal and communication skills; is capable of explaining simple procedures in writing or verbally in user-friendly manner.

6. Have the ability to work with minimal supervision.

7. Strong problem solving and troubleshooting skills required.

Requirements:
1. Must have a high school diploma or equivalency.

2. Must have IHS Site Manager Certification or obtain at the first available opportunity.

3. Must have at least six months computer experience, and be computer literate.

4. Have 6 months experience with the RPMS system OR 1-year experience with a health electronic database.

5. Must possess sufficient organizational skills to handle a variety of duties.

6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

7. Must adhere to confidentiality policy.

8. Must successfully pass a pre-employment drug and alcohol-screening test and be willing to submit to a criminal background check.

9. Must provide documentation of immunity to Measles and Rubella or become immunized with the recommended Vaccine and Hepatitis B Vaccine. Must test annually for TB.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Council Approved: Revised December 21, 2017, February 14, 2019, June 24, 2021

Chairman's Signature: _____   **Date: _____**

Employee's Signature: _____   **Date: _____**