



HealthFirst Family Care Center, Inc. ***“Heart of the Community”*** has an exciting opportunity for a professional, self-motivated **Director of IT and EMR** to join our fast-paced organization.

HealthFirst Family Care Center, Inc. provides comprehensive services including medical care, dental care, obstetrics, cardiology and gastroenterology services, health education, health assessment and screenings.

The Director of Information Technology and EMR reports to HealthFirst’s COO. Responsibilities include, but are not limited to: development of an infrastructure that provides an integrated technical environment which ensures effectiveness and continuity of services through strategic planning, organizing and directing, monitoring and evaluating HealthFirst’s technology and telephone systems, overseeing the network, hardware, software applications, EMR systems, licensing and maintenance needs, management of the IT staff, and providing initial and ongoing training to all users on eCW and Dentrax to ensure optimized functionality.

Required Qualifications

1. BS/BA degree with emphasis on computer science, computer network administration, information systems management, or a similar field required. Master’s degree in a related field preferred.
2. 5 + years management experience in a primary care center or other healthcare setting preferred.
3. Minimum of 5 years’ experience utilizing the eClinicalWorks (eCW) or another EMR Program.
4. Knowledge of hierarchical infrastructure of health care information systems as well as developing technical solutions and strategies.
5. Ability to customize and configure eCW (EMR) to promote clinic workflow and clinical best practice techniques.
6. Knowledge of medical and dental terminology.
7. Experience with Dentrax is a plus.
8. Ability to evaluate and analyze eCW (EMR) features and functionality for problem resolution.
9. Knowledge of Internet/Web technologies and languages, such as web browsers, Java and HTML development tools.
10. Experience with MS Windows Servers.
11. Working closely with eClinicalWorks & Dentrax vendors regarding constant follow-up for ongoing issues is a must.

12. Must submit a CORI release form and demonstrate proof of no disqualifying information.

Competencies

1. Strong leadership and analytical skills.
2. Flexible and adapts to change easily.
3. Process improvement and an emphasis on excellence
4. Results-oriented professional with well-developed administrative, management and time management skills.
5. Excellent interpersonal, verbal and written skills to communicate effectively with the subordinates, medical/dental providers, management staff and other staff members.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

HealthFirst Family Care Center, Inc. is an Equal Opportunity Employer (EOE)