



Choctaw Health Center

INFORMATION TECHNOLOGY
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4444

JOB ANNOUNCEMENT # 291398

POSITION TITLE: Network & Telecommunications Assistant -Temporary
(2 positions)

SALARY: Grade 10

SUPERVISOR: Network Administrator

JOB LOCATION: Choctaw Health Center

TYPE OF EMPLOYMENT: Temporary Casual Full-Time; Non-Exempt (6 months)

OPENING: NOVEMBER 05, 2021 **NOV 05 2021**

CLOSING: NOVEMBER 19, 2021 OR UNTIL FILLED

SCOPE OF SERVICE AND EFFECT:

Mission Statement: The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.

Vision Statement: Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.

This position assists the network administrator with the administration of computer networks and telecommunications systems for the Choctaw Health Center to ensure that computer users have timely access to network resources.

This is a six months temporary position for the COVID-19 pandemic or pending the CHC transition to Phase IV operations for re-opening.

RESPONSIBILITIES AND DUTIES:

1. Performs setup and installation of client software on workstations for automatic connection to the RPMS and CHC network. Along with instructing end users in the use of computer software/hardware and other electronic office equipment.
2. Monitor and analyze the performance of network equipment and software. Performs

- regular system administration tasks for all Microsoft Windows OS, Microsoft Office; apply patches and upgrades utilizing administrative tools and utilities as needed.
3. Provide technical assistance to end users at the health center and outlying community clinics through remote software and sometimes going to their work areas when needed to put hands-on equipment in need of service.
 4. Monitor and maintain network equipment such as switches, routers, PCs, IP Phones, monitors, printers and network cables.
 5. Administers & Maintains access rights and permissions to end user CHC Network, RPMS and email accounts.
 6. Monitor and maintain daily backups of RPMS and Network systems and will provide a monthly report of backups to the Network Administrator for Performance Indicator purposes.
 7. Will provide Network Administrator with annual assessment of computer hardware, software needs and upgrades.
 8. Will dispose of network equipment no longer in use through the proper channels.
 9. Install new/rebuild existing computers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and requirements. Printer hardware repair a plus but not required.
 10. Follow IT standard operating procedures, accurately log all calls/jobs using the CHC work order system.
 11. Understanding and experience with Local Area Networks, Campus Area Networks, Wide Area Networks, email and internet services.
 12. Identify and escalate situations requiring urgent attention and redirect problems to appropriate resource if issue is beyond skill set.
 13. Stay abreast of current and cutting-edge technology for local area networks, telecommunication standards, applications and hardware for changes and updates.
 14. Keep supplies ready by inventorying stock, placing orders and verifying receipt of ordered stock.
 15. Assist in ensuring compliance with all license and software agreements.
 16. Maintain a safe work environment by following codes, standards, and legal regulations as set forth in the Administrative Personnel Policy and Procedures.

WORK ENVIRONMENT:

This position will be centrally located at the Choctaw Health Center, providing service to the outlying community clinics as needed.

PHYSICAL DEMANDS:

The applicant must be able to lift and move heavy boxes, furniture, computer equipment, and computer supplies. Must be able to work in tight spaces, climb ladders and steps.

QUALIFICATIONS:

1. Associates degree in a computer related field, preferably computer networking required or one-year experience in an IT network related job. **(Document must be attached to application)**
2. A+ and Network+ certification from CompTia, Microsoft, or another certifiable agency. If no certification, employee must complete certification within 1-yr of employment. **(Copy of certification must be attached to application)**
3. Hands on experience with RPMS, Unix, Cache, VMWare, Chrome, Internet Explorer, Dentrax, Dexis.
4. Hands on experience with Windows 2012 / 2016 / 2020 file server/Active Directory, MS Office 2010/2013/2016 and MS office365 a plus. Or must be willing to learn the software.
5. Must be able to maintain confidentiality of information as set by HIPAA and DNV guidelines on information privacy and security.
6. Must be willing to attend out-of-state training or conferences that may require over-night stays.
7. Ability to establish and maintain an effective working relationship with co-workers and employees in other departments.
8. Ability to work independently and to carry out assignments to completion with minimal instructions.
9. Ability and willingness to assume responsibility for accuracy and timeliness of work product.
10. Must possess a valid Mississippi driver's license, reliable transportation and vehicle liability insurance. **(Required Documents must be attached to application)**
11. Must successfully complete background investigation and pre-employment drug test with acceptable results.

In accordance with the Choctaw Health Center Employee Health Program, pre-employment physical examination is required and an annual exam is required while employed.

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as

follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350