

## JOB OPENING ADVERTISEMENT

Vida Y Salud Health Systems, Inc. (VSHSI) also known as “Centro De Salud”, a progressive Joint Commission Accredited Healthcare Organization, is currently seeking an individual that will best match and fill the position of Statistical Analyst/EHR Technician.

**RESPONSIBILITIES:** Responsible for assisting with the creation and ongoing revision of agency-wide Management of Information System (MIS) policies and procedures and assisting with the design, implementation and ongoing maintenance of automated and manual data collection and reporting systems. Responsible for using agency automated and manual data collection systems to compile, tabulate, verify, and format all required agency data for use in the timely production of all agency internal and external management, statistical, and performance measures reports. Responsible for conducting and producing all required MIS related performance measures and compliance audits and reports used by management in; applications for funding, performance trend analysis and for taking proactive action as needed. Responsible for providing “Help Desk” style support on VSHSI’s mission critical Electronic Health Records (EHR) software application and its related hardware peripheral devices and data interfaces to ensure the system’s availability for use by relevant agency workforce members in the provision of care to patients. Responsible for coordinating EHR vendor software support when determined needed and for maintaining written documentation of all internal and vendor provided support. Responsible for coordinating all EHR software maintenance and upkeep tasks such as; software version upgrades, creation of templates, creation of patterns, module configuration and implementation and for coordinating and providing staff training as needed. Responsible for assisting in the development of computer training materials and lessons used to train workforce members on computer office automation software. Responsible for performing routine data entry, general clerical office work, and other information systems support work as assigned by supervisor.

**MINIMUM REQUIREMENTS:** Prefer a two year Associate of Arts degree in Computer Information Systems, but will also accept applicants with at least three years of progressive work experience in computer software and hardware support. Must have knowledge and skills in personal computers, printers, scanners and in using the Windows System 8 & 10 Pro Operating Systems and Windows Server 2012. Must also have knowledge and skills in using MSWord, MS Excel, MS Power Point, and MS Outlook. Must type at least 30 words per minutes and have computer data entry skills.

VSHSI offers an excellent and competitive salary and fringe benefits package. The salary shall be negotiable, depending on education and/or related work experience. Interested persons can apply at the VSHSI Personnel Office at 308 Cesar Chavez Avenue, Crystal City, Texas 78839. VSHSI is an AA/EEO Employer. **Application deadline shall be Friday, April 12, 2019 at 5:00 PM.** This position will remain open until filled.