



*Human Resource Department
PO Box 128
Fort Washakie, WY 82514
Phone: (307) 335-5930
Fax: (307) 332-3949*

NOTICE OF EMPLOYMENT

POSITION: Information Technology (I.T.) Specialist
DEPARTMENT: I.T.
SUPERVISION: Health Systems Administrator (C.E.O.)
SALARY: Depending on Experience
STATUS: Permanent Full-Time
OPENING DATE: 7/22/2024 **CLOSING DATE:** Open until Filled

POSITION SUMMARY:

Provides technical assistance to computer system users, manages servers, and network related components, answers questions, and resolves computer problems for users.

DUTIES AND RESPONSIBILITIES

- Maintain a thorough understanding of the basics behind the Internet and its workings (DNS, Security, IP Routing, HTTP, VPN, Email routing, SPAM, etc.)
- Configure and setup Firewalls, VPN Security Associations or other Security appliances for access to vital business applications
- Observe and maintain system performance and functionality by managing network devices, data and system administration; Schedule, store backup, retrieve and manipulate data for analysis of system capabilities and requirements
- Offer technical support to organization staff and troubleshoot computer problems
- Install and update organization software and hardware as needed
- Anticipate and report cost of replacing or updating computer items
- Maintain inventory of IT assets and consumables products
- Maintain multi-site network operations and software applications, operating systems and regular maintenance with both private and public facilities
- Assist in the design of multi-server environments including IP address schemes, DNS, DHCP, etc.
- Maintain strict confidentiality to sensitive information contained on computers, servers, networks and clinic operations.
- Be on call to fix issues which may occur after hours.
- Ensure a 98% network up time so as not to impact patient care and employee productivity.

QUALIFICATIONS:

- Bachelor's degree in Computer Science, related discipline, or equivalent experience
- Strong understanding of IT infrastructure including operating systems, software, programming, and networking
- Proficiency in Windows required. Having RPMS, Mac OS, and Linux/UNIX is a plus
- Excellent problem solving and critical thinking skills
- Ability to work independently and manage time effectively to accomplish department goals

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Warm Valley Health Care, Human Resource Department, P.O. Box 128, Ft. Washakie, WY 82514.
- Applicants that state "See Resume" for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to ina@warmvalley.healthj or faxed to 307-332-3949 until 4:45 PM on the closing date.
 - **Supporting documents:** Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Any offer of employment is contingent dependent on drug test, reference check and background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with Warm Valley Health Care for 60 days.