



**AVAILABLE POSITION**  
Contingent on Contract Approval

<b>Job Title:</b>	<b>Health Information Technology Solutions Architect</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Reports To:</b>	<b>Health Information Technology Manager</b>	<b>Classification:</b>	<b>Classified</b>
<b>Department:</b>	<b>PartnerSolutions – Health Informatics</b>	<b>Last Revision</b>	<b>New</b>
<b>Approved By:</b>	<b>Beth Watson</b>	<b>Date:</b>	<b>01/04/2019</b>

**PURPOSE**

Coordinates the implementation (and all ongoing processes) for Health Information Technology systems for the StarkMHAR and PartnerSolutions Boards and Providers as appropriate. Evaluates workflows, creates gap analysis, procedures, and training documentations. Project Management support.

**ESSENTIAL JOB FUNCTIONS**

1. Assists in the development of project plans (define scope, goals and deliverables, and scheduling) that support business goals in collaboration with executive management and stakeholders. Provide reliable development estimates. Define success criteria and disseminate to involved parties throughout the life cycle.
2. Comprehend business strategies and requirements and develop necessary designs and plans to ensure projects and solutions satisfy those needs. Analyze technology environments, enterprise specifics, and documenting requirements.
3. Provides project status updates and conducts executive presentations.
4. Coordinates and facilitates meetings and trainings with providers, vendors, and contractors as appropriate.
5. Evaluates practices’ workflows, documents, reports, and procedures for implementation and customized training plan development.
6. Assists with system development of enhancements or version upgrades. Perform system configuration and database setup according to practices’ requirements. Ensures that updates and changes meet federal and state compliance guidelines.
7. Assists Health Information Technology Manager with the first level of support help desk for stakeholders. Coordinating responses to inquiries received via the incoming support ticket system.
8. Work closely with stakeholders in regard to troubleshooting and identifying potential areas for enhancements and system solutions.
9. Perform continuous quality improvement of all processes as identified.
10. Obtain and maintain certificates within all HIT System applicable areas.
11. Maintain a high rate of customer satisfaction with the provider and board community.
12. Assists in promoting cultural & linguistic competence within the Stark County community;
13. Must work congenially and cooperatively with co-workers and affiliated boards and providers.
14. Assumes added responsibilities and performs special projects as needed or directed.

**REQUIRED QUALIFICATIONS**

**Education, Training and/or Experience**

Minimum Bachelor's Degree in Business Administration, Social or Behavioral Science, Health Administration, or equivalent experience; with preference to four-year degree, or equivalent experience, in Business Administration, Social or Behavioral Science. Healthcare related certification. Experience with Physician Electronic Practice Management (EPM) and Electronic Health Record Systems (EHR) desirable, preferably in NextGen or SmartCare.

Experience with behavioral health care or FQHC practices, clinical applications, practice management systems, electronic medical records and billing systems.

**Knowledge, Skills, Abilities and Personal Characteristics**

Detail oriented and highly organized; well-developed analytical and problem-solving abilities. Ability to express self effectively and concisely, both orally and in writing; requires strong communication and presentation skills to engage technical, non-technical and clinical audiences. Requires ability to communicate and interact across facilities, agencies and/or clinics at various levels. Ability to prioritize and manage multiple projects, coordinate information, activities, training, and work under stress of deadlines and frequent interruptions. Familiarity with clinical care workflows.

**Certification, Licenses, Registrations**

Healthcare related certification

**PHYSICAL DEMANDS**

Nature of work requires ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Some travel by automobile will be required.

**WORKING CONDITIONS**

Work performed in a general office environment. May require availability for additional hours during peak periods. Requires periodic participation and attendance at organization sponsored events and meetings.

*This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Stark County Mental Health & Addiction Recovery and PartnerSolutions. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonable required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.*

**CONDITIONS OF EMPLOYMENT**

**Note:** The final applicant selected for this position, prior to appointment, will be required to submit to a drug test for illegal drug use. The test site shall be chosen and paid for by the Board. An applicant with a positive test result will not be offered employment.

**Salary Range:** StarkMHAR Grade TBD \$40,800 - \$67,200.      **Suggested Starting Range** \$40,800 - \$53,200

- An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities that could qualify for a higher starting salary.

**Hours:** Monday – Friday 8AM to 5PM with one-hour unpaid lunch. Alternative scheduling and work from home may be available.

**Application Deadline:** Until Filled

**Apply online at** <https://starkmhar.applicantpro.com/jobs/971237.html> OR [www.StarkMHAR.org/about/jobs](http://www.StarkMHAR.org/about/jobs)

OR MAIL RESUME TO:      **Attention: Human Resource Department**  
**Stark County Mental Health & Addiction Recovery**  
**121 Cleveland Ave SW**  
**Canton, Ohio 44702**

**EOE/Minorities/Females/Vet/Disabled**