

KEWEENAW BAY INDIAN COMMUNITY

2025 TRIBAL COUNCIL

ROBERT "R.D." CURTIS, JR., President
EVERETT EKDAHL, JR., Vice President
SAM LOONSFOOT, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

DOREEN G. BLAKER
SUE ELLEN "SUZIE" ELMBLAD
DALE F. GOODREAU
JEREMY T. HEBERT
RODNEY LOONSFOOT
TONY LOONSFOOT
TONI J. MINTON

IT SITE MANAGER

One full-time (40 hours/week), Exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Personal Statement
- ☐ College Transcripts
- ☐ Technical Training Certificates
- ☐ Copy of Michigan Driver's License
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Family Independence Agency (DHHS)
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4176 or 4140
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION DESCRIPTION

POSITION:

IT SITE MANAGER

Full-time @ 40 hrs/week, Exempt

LOCATION:

KBIC Health System
102 Superior Ave.
Baraga, Michigan 49908

SUPERVISORY CONTROL:

Health Administrator

SALARY:

Grade 11 (\$26.22/hr minimum starting wage)

QUALIFICATIONS:

- Bachelor's degree in Computer Science, Business Administration or Health related field required with one year of work experience in computer programming, health information technology, or working with HIPAA security regulations

OR

A minimum of Associate degree in Computer Science, Business Administration or Health related field with three years of previous work experience in computer programming, health information technology, or working with HIPAA security regulations.

OR

A combination of at least four (4) years equivalent education and work experience in relevant business and technology environments and technical training certificates, including IT experience (operating systems, servers, windows active directory, knowledge of IT security protocol or best practices, TCP/IP networking).

- Strong knowledge of computer operating systems, networking, server management, configuration, and programming skills is required.
- Thorough understanding of clinical workflows and healthcare information.
- Ability to work on multiple, concurrent, complex projects.
- Knowledge of Health Care Delivery System, HealthStream Program, Health Information Technology, Meaningful Use and HIPAA security requirements preferred.
- Knowledge of computer Electronic Health Records Software support, software support, cabling, security, hardware selection and installation.
- Strong interpersonal, verbal and written communication skills.
- Must be able to obtain a satisfactory clearance under the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.

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- Must have a valid unrestricted Driver's License, be insurable to operate KBIC fleet vehicles.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.
- Proficiency in:
 - Windows operating systems and Active Directory\
 - Networking (TCP/IP, VPNs, switches/routers)
 - Server management (Windows Server or Linux).

Preferred (but not required):

- Experience with Electronic Health Record systems
- Certifications such as Comp TIA A+, Network+ or Security +
- Exposure to healthcare data standards (HL7, FHIR).

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to Veterans who do not have a bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

The Site Manager plans, implements, maintains and provides technical support for electronic health systems, server, and extended systems used by the Medical/Dental Clinic, Pharmacy, Billing and other departments. The Site Manager is responsible for reviewing Electronic Health Record meaningful use configurations and assessing impact on clinical workflow. The Site Manager will serve as the Health Information Security/Privacy Officer for KBIC Health System.

In addition, incumbent is responsible for the following:

- Serves as technical specialist in health application problems, maintenance and emergencies.
- Create, manage, maintain and monitor user accounts and passwords for all electronic health applications.
- Provides technical support and training to staff on electronic health information applications.
- Provide training on security regulations and compliance required related to Electronic Health Systems.
- Provide technical support for integration of new hardware requirements associated with electronic health record implementation.
- Provide leadership and technical oversight for Electronic Health Record implementation team. Trains and updates system users and data entry personnel on current, new or modified application packages, data entry procedures, including security measures and maintenance of system integrity.
- Troubleshoots and resolves electronic health information problems.
- Investigate, request and manage enhancements and patches for Electronic Health Record.

- Coordinates upgrades to current electronic health information systems and Electronic Health Record.
- Audits electronic health applications for compliance with regulatory requirements
- Assist in the design and implementation of electronic clinical templates to capture appropriate information.
- Works with Government IT Staff, analyzes plans, tests, recommends and implements hardware and software directly related to electronic health system.
- Implement and support multiple Electronic Health Record software packages.
- Establish and set site parameters with Electronic Health Record packages.
- Coordinate efforts to correct deficiencies and errors that occur in the Electronic Health Record.
- Maintains knowledge of current technological developments/trends as related to duties.
- Provide on-going system evaluations to ensure maximized utilization. Assess data entry accuracy across all departments, identify and correct errors, and determine whether issues stem from procedural deficiencies or system application limitations.
- Maintains interface between Electronic Health Record system as applicable, i.e., Electronic Health Records, Practice Analytics, Dentrax, Mediadent, and Practice Portal.
- Provides data support for agency initiatives:
 - a. CHAMPS, CMS, MIPS/MACRA, data for grant initiatives, and all others.
- Function as point person with Indian Health Service for testing software and identifying software problems.
- Log problems and refer to a higher level of support when needed.
- Investigate, request and manage enhancements and patches for Electronic Health Record.
- Maintains up-to-date inventory of all computer and equipment purchases and warranties for the Health System.
- Monitors daily compliance with provider scheduling templates and provides corrective guidance.
- Tracks and provides daily appointment statistics.
- Monitors compliance with service standards including task lists.
- Monitor and maintain the security system and work with Tribal Police on any investigations at or near the Health Center.
- Maintain IT inventory, software licenses, and warranty records.
- Other duties as assigned by supervisor.

For New Day Treatment Center, Outpatient Clinic & Halfway House:

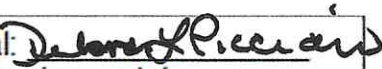
- Design, implement, and maintain network infrastructure to ensure reliability and security.
- Serve as technical support for all New Day, Outpatient & Halfway House staff.
- Help with implementation of an Electronic Health Record for New Day, Outpatient & Halfway House services.
- Train all related staff in HIPPA regulations and provide annual training.

- The Health Information Security Officer is responsible for implementing all HIPPA Security Regulations within the covered entity, including establishing a compliance team, enforcing administrative, technical, and security safeguards, overseeing policies and procedures, ensuring electronic transaction/code set compliance, and upholding privacy standards.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Distribution Date: September 24, 2025

Closing Date: October 9, 2025 at 4:00 pm or until filled

TERO Approval: 
Reviewed for Barriers only!
Date: 9/24/2025