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JOB POSTING

Chief Information Officer

Job Summary:

The Chief Information Officer (CIO) is responsible for all Information Technology within the company. This person will work with other members of the senior management team to formulate the strategic direction of the company and lead other employees to fulfill the objectives and mission of the organization. The senior manager will have primary oversight of the all phones, computers, hardware and software. The CIO will play a major role in all reporting activities to include UDS and will be a critical component to the Quality Improvement and Compliance Program specifically as it relates to IT Privacy and Security.

Duties and Responsibilities:

- Responsible for the establishment and implementation of all technological functions of the organization and each department, including but not limited to (hardware, software and networking), telephones, computers, servers, and user support.
    - Develops and implements policies and procedures pertaining to the technological practice of the company.
    - Direct the implementation of the technology budget to its best fiscal use.
    - Develops and implements systems and procedures of all technological equipment and programming.
    - Monitors all information system functions to ensure that policies and day to day operations are effective and in compliance with regulatory agencies and accrediting bodies.
    - Identifies key security initiatives and standards including virus protection, security monitoring, intrusion detection, access control to facilities and remote access policies as well as physical security of health information held by the Center that is subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health of 2009 (HITECH),
    - Works closely with the Corporate Compliance Officer to ensure technology privacy and security in alignment with the Center's Corporate Compliance Plan.
    - Informs and advises Vice President of Business Operations regarding the activities related to the information technology of the organization. Attends board and executive committee meetings as appropriate.
    - Develops strategies to increase earned revenue through the delivery of services or through improved efficiency.
- Responsible to serve as a member of the senior management team in guiding the overall processes and goals of the organization.

    - Participates in the development of a strategic plan. Participates in the ongoing discussion and decision making of the company in the areas of growth, mergers, new project/ programs and service expansion.
    - Collaborates with other senior managers in the areas of capacity, utilization, cost and productivity. Assists with programmatic decision making as it pertains to these areas.

Participate in bi-monthly management team meetings, designed to ensure coordination of quality service between all department (administrative, fiscal, clinical and support service).

- o Recruits, hires and retains all members of the IT department. Supervises the day-to-day activities of each member of this team. Holds monthly face-to-face supervision meetings and evaluates the performance of each employee.
- o Keeps open line of communication with all employees. Shares information with member of senior management and front line staff as appropriate.
- o Seeks to maintain high employee morale and a professional, healthy work environment.

- Responsible for the technical data aspects of the Quality Improvement and Risk Management programs.
  - o Works closely with the QI Manager to ensure that reliable information is provided for all areas pertaining to QI.
  - o Assists with the development of goals and objectives relating to QI and RM.
  - o Develops/selects and conducts user training, as needed.
  - o Participates as a member of the Compliance, Quality and Risk Management Committee by providing electronic reports and analysis related to the Center's Continuous Performance Improvement (CPI) plan.

- Responsible for other duties such as:
  - o Understanding and following OSHA standards and guideline and supports needed IT related functions.
  - o In depth knowledge of applicable laws and regulations as they related to IT.
  - o Maintains professional affiliations and memberships in order to enhance professional growth and development and keep abreast of latest trends in executive management.
  - o Performs other duties as assigned.
  - o Develops, establishes and maintains Information Technology Policies and Procedures and ensures appropriate execution.
  - o Represents the company in an official capacity at various community events and functions.

Qualifications:

Education and Experience:

- The CIO shall possess a minimum of a bachelor's degree in business, computer technology or some related field or equivalent work experiences.
- Technical licensing and certifications are strongly preferred.
- The CIO shall have experience in non-profit and/ or health Information Technology.
- Strong written and oral communication skills.
- Possess exceptional leadership skills and customer service skills.
- The CIO must demonstrate Strategic Planning and the ability to problem solve independently as well as in collaboration with others.
- A minimum of 5 years of management and supervision experience is required.
- Perform effectively in a stressful environment, handle multiple tasks, be organized and possess strong time management skills.

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Knowledge, Skills and Abilities:

- Technical Capability
- Business Acumen
- Communication Proficiency
- Leadership
- Problem-Solving/Analysis
- Strategic Thinking/Planning
- Project Management
- Collaboration Skills
- Decision Making
- Initiative
- Budgeting

Physical Demands:

Considerable standing, walking, sitting, reaching stooping, bending, kneeling and crouching. Lifts supplies/equipment up to 30lbs frequently and/or up to 40lbs occasionally. Must have sufficient visual acuity to work with computers and other business equipment. Must be able to communicate effectively both orally and in writing. Must possess the ability to utilize good, sound judgment and work under stress in a busy environment.

Work environment:

Very busy atmosphere. Highly stressful when dealing with individual personalities of co-workers, external customers, patients and their families. Potential for rare exposure of blood-borne diseases (Category II). Potential for rare exposure to chemical hazards (Category B).

How to Apply:

If you are interested in applying, please download and print an application from our website: www.tandemhealthsc.org. Return your completed application to:

Tandem Health
Attn: Human Resources
550 S. Pike West
Sumter, SC 29150