



**Mashpee Wampanoag Tribe**  
**483 Great Neck Rd. P.O. Box 1048 Mashpee, MA**  
**02649**  
**Phone (508) 477-0208 Fax (508) 477-1218**

**Job Title:** Resources and Patient Management System (RPMS) Data Systems  
Coordinator

**Report To:** Health Department

**Hours:** 16 hours a week

**Report To:** Health Director

**Salary:** \$35.00 per hour

**Benefits:** N/A

**Application Deadline:** February 5, 2010

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**Summary:** Provides support of the Resources and Patient Management System for Indian Health Services by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Performs system administration by writing utilities and monitoring services

Provides technical support, staff training and regularly scheduled maintenance of RPMS

Interacts with Indian Health Services to troubleshoot installation and implementation issues

Communicates problems and problem resolutions to Systems Administrator to improve ongoing services delivery

Develops and maintains detailed technical knowledge of the specifications, operation, and diagnostics of RPMS.

Supports remote users in resolving network connectivity issues

Conducts orientation to new users regarding use of RPMS

Acts as the HIPAA Security Officer by training staff on the security of the system, process and investigates incident reports related to the RPMS system.

Monitors physical and electronic system access, password security and takes appropriate measures to maintain the system's security.

**Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner.

Project Management - Communicates changes and progress.

Technical Skills - Strives to continuously build knowledge and skills.

Customer Service - Responds to requests for service and assistance. Interpersonal - Maintains confidentiality.

Oral Communication - Responds well to questions.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Quality Management - Demonstrates accuracy and thoroughness.

Ethics - Works with integrity and ethically.

Organizational Support - Follows policies and procedures.

Adaptability - Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction.

Judgment - Exhibits sound and accurate judgment.

Professionalism - Treats others with respect and consideration regardless of their status or position.

Quality - Demonstrates accuracy and thoroughness.

Quantity - Completes work in timely manner.

Safety and Security - Observes safety and security procedures.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Associate's degree (A. A.) or equivalent from two-year college or technical school in computer science; or 3 years experience working in a information technology environment; or equivalent combination of education and experience. Knowledge of Indian Health Services or 3rd party billing is highly desirable.

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software and willing to be trained to use Resources and Patient Management System (RPMS).

**Certificates and Licenses:**

Must possess a valid driver's license

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand and walk

**Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., Section 472)**