

Information Technologist

Job Description:

Break of Day Mental Health group is seeking a Part-time Information Technologist in managing the agencies day to day technological needs. The Information Technologist will aim for the highest functionality in maintaining all computers and mobile devices.

The candidate must have demonstrated knowledge of computer applications, computer hardware, operating systems and networks. They will be an avid team player who is eager to help others in supporting Break of Day Mental Health Groups philosophy, vision and mission statements.

Responsibilities:

- Providing up to Tier 3 support.
- Updating the agencies website.
- Provide occasional staff trainings.
- Ability to carry out assignments and projects.
- Setting up laptops and desktops utilizing best practices.
- System administration of the agencies servers.
- Microsoft Active Directory support.
- Overseeing network infrastructure and firewall.
- VOIP phone management and all agency smart phones.
- Maintaining outside vendor relations and respectfully during all interfaces.
- Keeping inventory up to date on a weekly basis.
- Respond to technical issues in a timely fashion by utilizing prioritization.
- Perform data backups and safeguard sensitive information.
- Providing staff support for agencies mobile health application.
- Ability to provide support with CellTrak upon training.

Qualifications:

- 2 years of IT experience.
- IT certifications an advantage.
- Minimum of an Associate's Degree.
- The ability to be a strong team member.
- Ability to communicate clearly and concisely between tasks.
- Familiarity with QuickBooks preferred but not required.

Work Status:

- Part time with the possibility of going full time.