

Position: IT Project Manager

Position Summary

Responsible for overseeing IT projects, including the ongoing development suggestions of infrastructure and improved efficiencies. Responsible for establishing and maintaining interpersonal relationships with patients, visitors, and HMS employees in a courteous, respectful, and professional manner.

Position Accountabilities

The IT Project Manager will be responsible for the following:

1. Process and Technology Management
 - Manage all EMR projects alongside the other eCW staff. Oversee other related healthcare and clinical systems projects and implementation.
 - Stay current with technology trends and solutions to address business challenges.
 - Understand HMS's business model, processes and procedures, customer-focused approach, and product and service offerings.
 - Evaluate IT operations with regard to established goals for implementations.
 - Oversee the IT infrastructure roadmap aligns with the implementation projects to ensure optimal performance and reliability.
2. Contract & Vendor Management
 - Manage partnerships with third-party vendors involved with project implementation to ensure optimal efficiencies across infrastructure, operating systems, networks, telecommunications, and hardware.
3. Other duties relevant to the position as assigned.
4. Failure to comply with Hidalgo Medical Services Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Hidalgo Medical Services Written Standards, will be met by the enforcement of disciplinary action up to and including possible termination of employment, in accordance with Hidalgo Medical Services Compliance Program Policy and Procedure.

Minimum Qualifications

Bachelor's degree in Information Technology, Computer Science, Information Systems, or a related field.

3+ years of progressive experience working in IT operations and overseeing IT projects.

2+ years in healthcare technology system integration, administration, and maintenance.

Certifications and continuing education preferred.

Business Continuity and Backup and Disaster Recovery Planning.

Strong interpersonal skills and ability to effectively communicate across the organization.

Ability to multi-task and adapt to changes quickly in a fast-paced environment.

Typing skills to ensure quick and accurate entry of project details.

REQUIRED SKILLS

1. High level of analytical skills is preferred.
2. Working knowledge of all Microsoft Office Suite programs and ability to learn new software platforms as needed, along with the ability to gather research information utilizing online resources.
3. Multitasking skills, including the ability to manage several projects simultaneously.

4. Effective verbal and written communication.
5. Excellent organizational skills.
6. Strong customer service, work ethic, and critical thinking skills.
7. Ability to work independently and complete projects in a timely manner.
8. Prioritize tasks, meet deadlines, and maintain communication with designated programs and supervisor(s).
9. Capacity to maintain confidentiality and professionalism.
10. Ability to adapt to new or changing situations.
11. Ability to travel as needed for training, recruitment, or other program requirements.

To Apply

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or dropped off or mailed to:

1105 N. Pope Street, Suite C, Silver City, NM 88061

Or

530 DeMoss Street, Lordsburg, NM 88045

For more information call 575-247-6036