



Sonoma County Indian Health Project, Inc.

144 Stony Point Road • Santa Rosa, CA 95401 • Telephone (707) 521-4545 • Fax (707) 526-1016

Job Announcement

Position:	Health Information Technician I Full-Time with Benefits
Hours:	Monday – Friday, 8:00 AM to 5:00 PM
Worksite:	Santa Rosa
Department:	Administration
FLSA Status:	Non-Exempt
Reports to:	Health Information Supervisor
Salary Range:	\$ 15.62 to \$ 21.58 per hour
Application Closing Date:	Tuesday, September 22nd @ 5:00 PM

Job Purpose: The HIM Tech I will scan, review, and maintain health information in a confidential and accurate manner following established policies and protocols. This person will support activities of the Health Information Department. The HIM Tech I will prioritize, organize, and see to the appropriate recording of electronic health records requested by other departments in accordance with established standards. This person will monitor and ensure the confidentiality and security of all health information and health records.

Qualifications:

- High school diploma or general education degree (GED); or 6 months to 1 year of related experience and/or training; or equivalent combination of education and experience.
- Units in Health Science courses preferred
- Working knowledge of clerical practices, procedures, program services, policies and regulation as related to health information.
- Working knowledge of English grammar, vocabulary, spelling, punctuation, and composition.
- Working knowledge of the purpose and processing of health information.
- Strong organizational, problem-solving, and analytical skills.
- Ability to manage priorities and workflow.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Acute attention to detail.
- Ability to work independently and as a member of various teams and committees.
- Proficient with Word, Excel, and Electronic Health Records, Nex Gen desired.
- This position is highly sensitive, confidential and regularly works with Protected Health Information (PHI). The incumbent shall have a thorough working knowledge of HIPAA/HITECH and the Minimum Necessary Standard.
- Strong interpersonal skills.
- Must pass a pre-employment drug screen, physical and background investigation.

Special Qualifications: Must be sensitive to the needs of the Native American Community, which includes culture, traditions, and background.

Apply to: Sonoma County Indian Health Project, Inc.
Attn: Human Resources Manager
144 Stony Point Road, Room 2209, Santa Rosa, CA 95401
Fax (707) 526-1016 or Email Resume and SCIHP Application to: employment@scihp.org
Employment Application available online at: www.scihp.org/human-resources
When applying for Indian Preference, attach valid proof of eligibility

Preference in filling vacancies will be given to qualified Indian applicants in accordance with Federal Law, including the Indian Preference Act (Public Law Title 25, U.S. Code, Sections 472 and 473). Subject to the foregoing, Sonoma County Indian Health Project, Inc. is an equal opportunity employer. All application forms are subject to the provisions of the Privacy Act (Public Law 93-579, Section 78) and become the property of Sonoma County Indian Health Project, Inc. Reasonable Accommodation: Sonoma County Indian Health Project, Inc. will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance of selection procedures by calling (707) 521-4654.