

IT Assistant

PURPOSE OF JOB POSITION

The primary purpose of the position is the responsibility for supporting the Information Technology Department in all aspects of information technology & telecommunications for parent company headquarters and offsite locations.

DUTIES & RESPONSIBILITIES

- Provides support in the planning, implementation, and maintenance of the information technology systems for the EJSCN headquarters and its facilities. This includes computer and telephone systems.
- Works with the VP of Information Technology and Manager of Systems Support in determining data communication needs for EJSCN headquarters and its facilities.
- Works with the VP of Information Technology and Manager of Systems Support in planning and building computer networks including LANs
- Maintains knowledge of new technologies.
- Assesses needs for computer equipment, telephone equipment, software, hardware and supplies and works with VP of Information Technology and Manager of Systems Support in purchasing the products.
- Arranges for education and training with respect to information technology of employees & residents of the EJSCN.
- Attends and participates in scheduled training and educational classes required for position.
- Ensures a safe environment and utilizes tools and equipment in a safe manner.
- Reports all hazardous conditions including incidents, injuries and equipment to Supervisor/appropriate personnel immediately.
- Responds to and acts appropriately in emergency or disaster situations.
- Adheres to high standards of cleanliness, grooming, hygiene and dress code.
- Adheres to all policies of company, including job description, certification requirements, mission statement, HIPAA and resident rights.
- Adapts to changes in responsibilities in a positive manner, is receptive to new ways of completing tasks, and is flexible in carrying out assignments.
- Communicates and interacts professionally and effectively with residents and coworkers throughout the community ensuring a cooperative environment while maintaining self-control.
- Communicates and interacts and professionally and respectfully with family members in attending to and meeting their requests.
- Perform all other duties as assigned and as required to effectively discharge the responsibilities of the position and are in the best interests of the organization.

Our preference is for a High School Senior who is planning on going to College locally. This will be a full-time position once the person has graduated. We are looking for someone who is outgoing, eager to learn, willing to ask questions, and self-motivated. This person must also have a friendly personality and able to work with a diverse group of people. We ask that this person has taken (or is taking) computer courses in High School and has passed (or is passing) them with high marks. They need to have working knowledge of Microsoft Office and Windows XP. Any other software or hardware knowledge is considered to be very positive. This position also requires travel to our communities, which are all located on the West Side. Reliable transportation is a must.

Interested candidates should submit their qualifications to:

Kristen Cutri
26376 John Road
Olmsted Township, OH 44138
kcutri@elizajen.org