

# Winslow Indian Health Care Center

## Job Vacancy Announcement #WDH-18-99



**POSITION TITLE: Telecommunications Technician**

**CLOSING DATE: Open until filled**

### **Position Summary:**

Under general supervision of the Maintenance General Foreman, installs and maintains specific special telecommunications systems. Works with communication systems and low voltage signaling systems that provide connectivity to voice, data, addressable fire alarm, video security system, card access key system, digital & VoIP RF radio system, digital & VoIP phone system, and LAN/WAN links. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality.
- Monitors and maintains all systems to provide optimal performance and connectivity, to all four sites (Winslow, Leupp, Dilkon, & Birdsprings).
- Installs cabling systems, electrical installation with help from electricians, hardware, cable management and structure systems, and racks and racking systems needed to hold various equipment.
- Ensures each sub-system is working efficiently and effectively.
- Performs daily, weekly, bi-weekly, monthly, quarterly, and annual maintenance in accordance with manufactures' recommended procedures on maintenance of the sub-systems and hardware.
- Works closely with the Information Technology department on specifications and installation of hardware and software, involving each component installed on the Winslow Indian Health Care Center network.
- Repairs and maintains voice systems.
- Performs low voltage troubleshooting, repair, and maintenance.
- Ensures stock of parts is up to date.
- Changes and variations in work schedule will be needed, working overtime, afterhours, and on holidays will be expected to complete the needs of proper function of all equipment, and the area that it is serving.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

### **Minimum Qualifications:**

High School Diploma. Proficiency with computers, windows application experience preferred. Experience and knowledge of communications equipment, nomenclature, hardware, software, and industry standards. Two years of experience in low-voltage systems and sub-systems, data networks, hardware and software. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

### **Knowledge, Skills, Ability:**

- Knowledge of wiring specifications, color coding, sizing, distance requirements, and standards.
- Knowledge of testing and troubleshooting tools, digital & analog meters, communication signal meters.

- Knowledge of electronic and electrical hardware configuration, set-up, and implementation.
- Knowledge of safety requirements when using or accessing various areas of buildings, hard hats, harnesses.
- Knowledge of Benchmate, maintenance work order system.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Skill in troubleshooting and problem solving.
- Ability to pull lines for data drops.
- Ability to read schematics, wiring diagrams, & specification name plates.
- Ability to learn and understand new software programming systems, quickly, and be able to utilize.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment:**

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**