



PO Box 649 FORT DEFIANCE, AZ 86504 PHONE: 928.729.8000 FAX: 928.729.8269 WEBSITE: WWW.FDIHB.ORG
 A FACILITY OF FORT DEFIANCE INDIAN HOSPITAL BOARD, INC.

HEALTHCARE TECHNOLOGY SPECIALIST I

Position Description

Division:	Administration
Department:	Healthcare Technology Management
Job Code:	
Salary Range:	\$17.75-\$22.19/hour
Hours/week:	40 hours/week
Type of Position:	Regular Full-time

Reports to (title):	Healthcare Technology Manager
Job Location:	Tséhootsooí Medical Center
Supervises:	N/A
Classification:	Non-Exempt
Effective Date:	August 01, 2010
Revised Date:	September 27, 2017

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Fort Defiance Indian Hospital Board, Inc. (FDIHB) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.

POSITION PURPOSE

Perform a variety of routine tasks associated with the installation, service and calibration of a diverse range of therapeutic and diagnostic biomedical instrumentation.

This is an entry level position responsibilities include basic repair and maintenance of therapeutic and diagnostic biomedical instrumentation. Work requires the ability to work nights, weekends, holidays and to be on-call.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Perform a variety of routine tasks associated with the installation, service and calibration of a diverse range of therapeutic and diagnostic biomedical instrumentation.
- Assemble, repair and maintain mechanical, pneumatic, electrical and basic electronic devices according to specifications.
- Perform electrical safety test on biomedical instrumentation using specialized test equipment.
- Assist in the support of a systematic preventive maintenance program of biomedical instrumentation.
- Document the introduction of new therapeutic and diagnostic equipment, corrective and preventive maintenance actions and special requests as required in the CMMS program.
- Install, maintain, service, modify, troubleshoot and calibrate a variety of diagnostic, therapeutic and life support devices by interpreting engineering and vendor information, schematic diagrams and graphic illustrations.

Position Description

- Diagnose and correct system and equipment malfunctions by making alterations, repairs or replacements to ensure that medical equipment and internal circuitry meet specified requirements; make necessary calculations for computing circuit elements necessary to adjust circuitry to specified requirements as instructed.
- Provide technical assistance and instruction to personnel in the operation and maintenance of equipment, assist in providing recommendations regarding purchase of biomedical instrumentation.
- Meets department performance indicator standards on a consistent basis
- Maintains a professional appearance and demeanor
- Demonstrates initiative and concern for planning, time utilization, and cost containment
- Maintains good personal relationships with fellow worker, nursing and medical staff and the general public
- Maintains a clean and safe work place
- Develops and implements a plan for professional growth.
- Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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|--|---|
| Experience: | <ul style="list-style-type: none">• One (1) year experience in electronic, mechanical or electro-mechanical repair. |
| Education: | <ul style="list-style-type: none">• High School Diploma or General Equivalency Diploma (GED). |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Ability to read color codes on wiring and electrical components.• Ability to comprehend and follow both written and oral instructions.• Ability to establish and maintain working relationships with co-workers, clinical and medical staff and the general public.• An elementary knowledge of e-mail, database management, spreadsheet and word processor applications.• Maintenance skills in electronics, mechanical or electro-mechanical device repair.• Ability to function in sterile environment when necessary.• Ability to keep neat and accurate records.• Must be willing to be multi-task trained.• Ability to work nights, weekends, holidays and to be on-call.• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers |

PREFERRED QUALIFICATIONS

- Associate's Degree in Electronics or Healthcare Technology.
- Bilingual skills in English and the Navajo language

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be

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required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO/INDIAN PREFERENCE

FDIHB, Inc. is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered only after all candidates entitled to primary or secondary preference have been fully considered.

OTHER

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY	Jamie Whitehorse	TITLE	HR Information Systems Administrator
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

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ACKNOWLEDGMENT

I have reviewed the content of the **HEALTHCARE TECHNOLOGY SPECIALIST I** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date
