



# IT Operation Specialist

- Maintains the technical functionality of the facilities IT devices and provide desktop support
- Assists with the planning and implementation of IT devise for facility
- Maintains desktop and laptop computer system security, including keeping anti-virus current on all IT devices, and assist with the updating and installation of OS software patches
- Responsible for setup and maintenance of Active Directory
- Assists with support for EMR and related components
- Assists with employee HIPAA training, security policies and other topics
- Assists with other IT functions as required

## **Qualifications:**

- High School Diploma, plus a minimum 2 year Computer Science or equivalent college degree

## **Benefits**

Paid time off | Health Insurance | Health Savings Account | Vision and Dental | Pension w/ Match  
Volunteer Life Insurance | Short Term Disability | Employer Paid Life Insurance | Long Term Disability

To find more information on the current openings and an online application please visit [www.melham.org/careers](http://www.melham.org/careers)

Resume and Application can be submitted via mail or email:  
Human Resource Dept., PO Box 250, Broken Bow, NE 68822  
Email: [teri.sell@melham.org](mailto:teri.sell@melham.org) | Phone: 308-872-4170

We are a not-for profit facility with a progressive and professional working environment.

## **Excellence in Community Healthcare**

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