



Information System Technician

Looking to make a smart career move that gives you the freedom to use your abilities, the support of a team, and the security of an established company? Look at Portage Path Behavioral Health.

Located in downtown Akron Ohio, our Non-profit behavioral healthcare center is currently seeking a full-time Information System Technician. Responsibilities will include IT and telephone hardware and software configuration and support for the organization.

The ideal candidate will be responsible for setting up peripherals such as telephones, printers, scanners, signature pads, and webcams, as well as troubleshoot equipment problems. The Information Systems Technician will provide daily support for computer users, in addition to providing backup support for electronic health record (EHR) functions. The successful candidate should have Knowledge of Crystal report writing.

In addition, the successful candidate will create and maintain an IT equipment inventory list, with responsibility to add as well as discard IT equipment properly. The Information Systems Technician must be able to learn and maintain computer applications such as NetSmart Avatar, spreadsheets, word processing programs, and database programs. In addition, the Information System Technician will be responsible for the processing of appointment reminder calls, as well as coordinating telehealth appointments.

Candidates must have the ability to communicate effectively both verbally and in writing. The Information System Technician must maintain a professional image in mannerisms and interactions with outside contractors and Portage Path staff. An Associate's Degree or 2 years of related experience is required for this position.

Portage Path Behavioral Health offers a vibrant environment with excellent salary, benefits. For confidential consideration, please E-Mail, fax or send resume (no phone calls please) or apply to:

Portage Path Behavioral Health
Attn: Human Resources
340 S. Broadway Street
Akron, OH 44308
Fax: (330) 253-5248
Jobs@portagepath.org
An Equal Opportunity Employer