



JOB VACANCY LISTING – May 27th, 2018

A COMPLETED EMPLOYMENT APPLICATION IS REQUIRED FOR CONSIDERATION

A résumé may accompany an application but will not be accepted as a substitute. Applications can be completed in the Computer Lab of the Human Resources Office, located in Building “A” of our Ortiz Campus, at 2789 Ortiz Avenue, Fort Myers, FL 33905 (Office hours: 8:00 A M-4:30 PM, Monday-Friday)

OR by visiting our company website: www.saluscareflorida.org

Completed applications may be submitted via E-MAIL: happly@saluscareflorida.org or via FAX: (239) 418-0094

SALUSCARE IS AN EQUAL OPPORTUNITY EMPLOYER AND
A DRUG / TOBACCO-FREE WORKPLACE.

WE PARTICIPATE IN E-VERIFY

BI-LINGUAL APPLICANTS ARE ENCOURAGED TO APPLY.

Licensed and partially funded by: Florida Department of Children & Families. Partially funded by: Central Florida Behavioral Healthcare Network, Lee County Government, United Way of Lee County, US Department of Housing & Urban Development, US Substance Abuse & Mental Health Services Administration (SAMHSA) and Florida Department of Corrections.

TRANSITIONAL LIVING CENTER Campus

TRANSITIONAL LIVING CENTER

***CARE COORDINATOR (1-FT)**

Supervisor: Dena Paniccia

DUTIES: Highly responsible professional position providing care coordination, referral services, and life skills to Transitional Living Campus patients and their families.

QUALIFICATIONS: Bachelor's degree from an accredited university in a human service field required. Requires One (1) year of fulltime experience working with adults in a human services environment (preferably substance abuse, mental health or co-occurring) requires the ability to assist patients to habilitate or rehabilitate with basic life skills and the ability to facilitate life skills, recreational and leisure groups. Bilingual (English/Spanish) preferred, but not required. Requires a valid Florida driver's license, current auto insurance, a good driving record and a reliable vehicle. (5/13)

***CLINICIAN I OR III (1-FT)**

Supervisor: Dena Paniccia

DUTIES: Highly responsible professional position providing individual and group substance abuse therapy to adult patients in residential and day treatment. Must work well in a team environment.

QUALIFICATIONS: Bachelor's degree OR Master's degree from an accredited university in a human service field required. CAP preferred, but not required. Requires One (1) year of fulltime experience working with individuals with mental health, substance abuse and / or co-occurring disorders. Must possess and utilize effective communication skills (oral and verbal). Must have general knowledge of co-occurring disorders in order to best serve our population of patients. (4/29)

ORTIZ Campus

ADULT COMMUNITY SERVICES

***ADULT SUBSTANCE ABUSE CASE MANAGER (1-FT)**

Supervisor: Dushun Beckford Torres

DUTIES: Will conduct assessments and service planning, links to resources, monitors and provide support with a recovery based approach to adults diagnosed with substance abuse disorders.

QUALIFICATIONS: Bachelor's Degree in a human service field from an accredited college or university and (1) One year fulltime experience working with adults with substance abuse disorders and / or co-occurring mental health disorders. Must be proficient in Windows-based computer operating system. Requires ability to attain competency with the company electronic medical record and use it effectively within required timeframes. Must possess a valid Florida driver's license, a good driving record, current auto insurance, and a reliable vehicle. (5/6)

CHILDREN'S ACTION TEAM

***THERAPEUTIC MENTOR (Accepting applications, but no current openings)**

Supervisor: Laura Guarino

DUTIES: *"This position includes a generous differential pay rate that it is over and above the regular rate of pay!"* This Therapeutic Mentor position works with children and adolescent with mental health diagnosis and / or co-occurring disorders. The Community Action Team is a group of dynamic individuals that offer comprehensive wrap around services including nursing, case management, therapy and therapeutic mentoring. Individuals serving in this position function by assisting in maintaining and increasing independence through Psychological Rehabilitation. This service is intended to restore the individual's skill and abilities essential for independent living. This would include but is not limited to training, education, mentoring and support, based on individualized assessment of the skill deficit. Additionally, this position works closely with the clinician to assist the patient in reaching their therapeutic goals. If you have a passion for working with this population and want to assist with high risk individuals in being diverted from out of home placement, then this position may be right for you!

QUALIFICATIONS: Requires a HS Diploma or equivalent with a Recovery Peer Specialist certification by Florida Certification Board **OR** a Bachelor's of Arts degree in a human services major, such as psychology, social work, education or vocation rehabilitation from an accredited college or university. Must be proficient in Windows based computer operating system. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. Requires a valid Florida driver's license, current auto insurance, a reliable vehicle and a good driving history.

CHILDREN'S CASE MANAGEMENT

***CHILDRENS CASE MANAGER (Accepting applications, but no current openings)**

Supervisor: Salvatore Romano

DUTIES: Provides Case Management services to children and youth in need of coordinated community based mental health services in order to avert more restrictive out of home residential placement. Maintain a maximum caseload of 20 patients. Assume an advocacy role for patients to assure access to services documented in the service plan and monitor that these services are provided in a timely and appropriate manner. Monitor progress or lack of progress toward goals and make changes as necessary. This includes arranging case staffing as necessary.

QUALIFICATIONS: Requires Bachelor's degree from an accredited university or college with a major in counseling, social work, psychology, criminal justice, nursing, rehabilitation, special education, health education, or a related human services field (a related human services field is one in which major course work includes the study of human behavior and development) and (1) One year of full time or equivalent experience working with children with serious emotional disturbances. **Training Requirements:** Possesses knowledge of available resources in the service area for children with serious emotional disturbances and comply with state and federal statutes, rules and policies that affect the target population. Completed or agrees to complete AHCA-approved mental health targeted case management training within three months of initially providing Medicaid services. Within 6 months must obtain Certified Behavioral Health Case Manager Certification from Florida Certification Board. Requires a valid Florida driver's license, current auto insurance, a reliable vehicle and a good driving history.

FACILITIES

***FACILITIES TECHNICIAN IV (1-FT)**

Supervisor: Brian Uber

DUTIES: Light carpentry, electrical, plumbing, patch and paint. General building maintenance.

QUALIFICATIONS: Requires High School Diploma or equivalent. (1) One year related experience required. Requires a valid Florida driver's license, current auto insurance, a good driving record and a reliable vehicle.

INTEGRATED TREATMENT TEAM

***COMMUNITY SUPPORT SPECIALIST (1-FT)**

Supervisor: Jennifer Staple

DUTIES: This is a wonderful opportunity to help clients with addictive and mental health issues establish, design and navigate their recovery journey. If you are passionate and committed to changing lives and instilling hope, success and drive into so many who have lost hope – this position is waiting for you. Operate as part of a multidisciplinary treatment team that includes a Case Manager, Clinician and LPN to provide support to individual's with a mental health, substance abuse and/or co-occurring diagnosis in their natural environment. Assist the people served in this program via training, education, mentoring and support that are based on their individualized needs. Regular activities may include the development and maintenance of necessary daily living skills, food planning and preparation, money management, maintenance of the living environment, training in appropriate use of community services and resources, as well as the facilitation of cognitive and socialization skills for effective life management. *This position offers a competitive salary.*

QUALIFICATIONS: Requires a Bachelor's degree in the human service field from an accredited college or university. Requires a valid Florida driver's license, current auto insurance, a reliable vehicle and a good driving history. Computer skills in Windows operating system required. (2/18)

OUTPATIENT PSYCHIATRY

***LICENSED PRACTICAL NURSE (1-FT, 1-PRN)**

Supervisor: Debra Dilling

DUTIES: Will perform client vitals, create / update treatment plans, provide client education, medication and respond to questions, obtain prior authorizations, call prescriptions into pharmacy under doctor instruction, administer injections, schedule appointments and enter data into the medical record.

QUALIFICATIONS: Requires an LPN certification and a clear / active nursing license. Experience in the mental health and substance abuse is a plus. Basic computer and typing skills required. Ideal candidate will have excellent customer service, a great attitude, and desire to help people. Bilingual (English / Spanish) preferred. (5/20)

OUTPATIENT THERAPY

***CARE COORDINATOR (2-PT 20hrs/wk. OR 1-FT)**

Supervisor: Laurie Johnson

DUTIES: *"Help transform a dream of recovering strengths, self-worth, and hope of a better way of living into a reality..."* This position is an excellent opportunity for an individual with positive energy, a dynamic and flexible style, with a strong interest in providing excellent clinical care in multiple outpatient settings and modalities. At SalusCare you will have the good fortune of working for a reputable, longstanding community resource for highest quality and compassionate behavioral health care for children, adolescents, families, and adults with symptoms of mental health, substance abuse and co-occurring diagnoses. This position is part of a team of over 20 wonderfully skilled clinicians with an outstanding range of experience. You will be involved in maintaining continuity of care within programs and with outside referral sources as well as to provide substance abuse case management services for patients while in OPT. Other benefits include low, if any, cost health insurance coverage with multiple options, generous employer contribution to retirement, and earned time off that can equal up to 3 weeks in your first year, not including holidays.

QUALIFICATIONS: Must have a Bachelor's degree in a mental health curriculum and a minimum of One (1) year of experience working with individuals with mental health, substance abuse and co-occurring disorders. Experience with co-occurring substance abuse preferred. Must be comfortable working with children, families and adults in multiple modalities. Must be comfortable working with the court system. This position may involve multiple locations. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (11/19)

OUTPATIENT THERAPY (contd.)

***CLINICIAN V (1-FT OR 2-PT 20hrs/wk.)**

Supervisor: Lori Welton

DUTIES: *"Help transform a dream of recovering strengths, self-worth, and hope of a better way of living into a reality..."* This position is an excellent opportunity for an individual with positive energy, a dynamic and flexible style, with a strong interest in providing excellent clinical care in multiple outpatient settings and modalities. At SalusCare you will have the good fortune of working for a reputable, longstanding community resource for highest quality and compassionate behavioral health care. This position is part of a team of over 23 wonderfully skilled clinicians with an outstanding range of experience. You will be able to provide individual, family, and group treatment to a wide ranging population from the surrounding communities. Our benefits include low, if any, cost health insurance coverage with multiple options, generous employer contribution to retirement, and earned time off that can equal up to 3 weeks in your first year, not including holidays.

QUALIFICATIONS: Requires a clear/active Florida License as an LCSW. Master's degree or higher from an accredited college or university with a major in the field of counseling, social work, psychology or related human services field; and a minimum of One (1) year professional experience in providing services to persons with a substance abuse, mental health or co-occurring diagnosis. Must be able to effectively assess and refer children, adolescents, adults and co-occurring disorders. May require travel to various office locations at Cape, Evans or Ortiz. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames; must be able to perform duties in a variety of locations and settings. Must complete all applicable background checks which includes a FCIC/NCIC background check through the Department of Corrections. (5/20)

WELCOME CENTER

***CUSTOMER SERVICE REPRESENTATIVE (1-FT)**

Supervisor: Todd Cordisco

DUTIES: Serves as point of access for all non – emergent customer inquiries, rates calls successfully, schedules appointments and provides information regarding community resources. Must be able to provide excellent customer service. Have an ability to multi-task in a fast paced environment. Be a good listener, and be able to use the electronic scheduling tool. Must be able to maintain a professional demeanor and work well as a "team" member.

QUALIFICATIONS: Requires a HS diploma or equivalent and at least one year of office/clerical work experience with frequent customer contact **OR** an Associate's Degree with 6 months of successful work experience in any field. Must be able to effectively communicate with others from diverse cultural backgrounds, and must be able to type at least 30 CWPM. Bi-lingual (English/Spanish) preferred. (5/6)

EVANS Campus

ACCOUNTING

***DIRECTOR OF ACCOUNTING (1-FT)**

Supervisor: Ronne Apicella

DUTIES: Financial statement preparation. Preparation and analysis of agency budget. Work with external auditors to coordinate financial audit and prepare IRS Form 990. Supervision of Accounting, Payroll, and Purchasing staff.

QUALIFICATIONS: Possession of a Bachelor's Degree (B.A. or B.S.) in Accounting or Finance is required. (3) three years of accounting experience is required. (5) five years is preferred. Also (1) one year of prior supervisory experience is required. Must be proficient in Microsoft Word, Excel, and Outlook and must be able to attain competency with company accounting software and use it effectively within required timeframes. (5/27)

DETOX

***CLINICIAN II/DISCHARGE PLANNER (1-PRN)**

Supervisor: Maria Menacho

DUTIES: ***NO ongoing case load and NO driving required!!*** Intake and discharge planning activities for substance and co-occurring patients leaving the Detoxification unit/Acute Care Program. Will complete varying clinical assessments, provide psychosocial education individually and in groups, and will coordinate appropriate discharge plans with patients and their supports in the community.

QUALIFICATIONS: Requires a Bachelor's degree from an accredited university or college in social work, clinical psychology, counseling or a related human service field. CAP preferred. Requires one year of experience providing co-occurring mental health and substance abuse services. Bilingual (English/Spanish) preferred. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (4/2)

LPN or RN (1-FT 36hrs/wk., 1-PT 24hrs/wk., 1- PT 12hrs/wk., PRN)

Supervisor: Janet Michael

DUTIES: Our nurses are simply the best and we have the statistics to prove it! If you are an RN or LPN and feel that you have what it takes to make a difference in the lives of our patients we would love to hear from you. The nursing responsibilities on the adult detox unit include admission assessments, medication administration using CIWA and COWS protocols, patient education, and ongoing documentation of patient status using our EMR, and working as part of a multi-disciplinary team to achieve best patient outcomes. Our preference is to promote from within and our staff retention is high. Come and talk to us about our extensive benefit package and our newly revised pay scale and shift differential for night shift.

QUALIFICATIONS: Requires a valid Florida RN **OR** LPN Licensure and Nursing Degree. Basic computer skills and good communication skills required. Previous detoxification experience and knowledge of substance abuse treatment modalities preferred. Requires the ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (4/22)(5/20)

INFORMATION TECHNOLOGY

***PROGRAMMER ANALYST (1-FT)**

Supervisor: Alejandro Garcia

DUTIES: This position is responsible for leading, initiating, completing and testing of software implementations and updates. Also responsible for report generation, process improvement as well as creating, distributing and training of agency specific reports. Use SSRS, Excel, SQL and SharePoint to provide support to end users for all software and system related issues. Creating and maintain databases. Ability to consistently meet deadlines providing various data reporting formats and uploads.

QUALIFICATIONS: Requires the equivalent of 60 credit hours towards an undergraduate degree in computer science or related field **OR** the equivalent of 40 credits in said field with a written professor recommendation. Must demonstrate ability in programming language. Requires a working knowledge and understanding of the following languages/platforms: Visual Studio, SharePoint, SSRS, and Common Current Web development languages. Other programming languages a plus. Requires a valid driver's license with a good driving record, and current auto insurance. (5/6)

COLONIAL Campus

CRISIS STABILIZATION UNITS

***ACTIVITY COORDINATOR (1-FT)**

Supervisor: Jaislee Spina

DUTIES: Provides meaningful training, education, and group activities with patients on the Crisis Stabilization Unit to address issues such as anger management, appropriate coping skills, activates of daily living skills, food planning and preparation, money management, maintenance of the living environment and training in appropriate use of community services, and facilitation of cognitive and socialization skills for effective life management.

QUALIFICATIONS: Requires a High School diploma and (5) five years of experience in a human service field **OR** BA/ BS in a human service field. Experience developing activities or facilitating individual/group therapeutic activities preferred. Experience documenting in a clinical record also preferred. (5/6)

***ACUTE CARE RN (Children's Unit, 3rd shift, 1-FT 32hrs/wk. PRN)**

Supervisor: Paula Thompson

DUTIES: Are you looking to make a difference in the lives of your patients? Is helping your patient to achieve positive outcomes at discharge important to you? Does working with a staff of dedicated employees and some of the best nurses in Lee County sound appealing to you? If so then your employment search may have just ended. We are looking for an RN to work on our adult crisis units as part of a multi-disciplinary team, providing nursing care, documentation of nursing care and behavioral observation using our EMR, completing nursing assessments, and medication administration. Our preference is to promote from within and our staff retention is high. Come and talk to us about our extensive benefit package and our newly revised pay scale and shift differential for night shift.

QUALIFICATIONS: Requires a valid Florida RN Licensure and Nursing Degree. Basic computer skills and good communication skills required. Previous detoxification experience and knowledge of substance abuse treatment modalities preferred. Requires the ability to attain competency with the company electronic medical records and use it effectively within the required time frames.

***ACUTE CARE RN OR LPN (Adult Unit, 1-FT 32hrs/wk. 2nd shift, 1-PT 8hrs. /wk. 3rd shift, 2-FT PRN)**

Supervisor: Paula Thompson

DUTIES: Are you looking to make a difference in the lives of your patients? Is helping your patient to achieve positive outcomes at discharge important to you? Does working with a staff of dedicated employees and some of the best nurses in Lee County sound appealing to you? If so then your employment search may have just ended. We are looking for an RN **OR** LPN to work on our adult crisis units as part of a multi-disciplinary team, providing nursing care, documentation of nursing care and behavioral observation using our EMR, completing nursing assessments, and medication administration. Our preference is to promote from within and our staff retention is high. Come and talk to us about our extensive benefit package and our newly revised pay scale and shift differential for night shift.

QUALIFICATIONS: Requires a valid Florida RN OR LPN Licensure and Nursing Degree. Basic computer skills and good communication skills required. Previous detoxification experience and knowledge of substance abuse treatment modalities preferred. Requires the ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (1/21)(5/6)

CRISIS STABILIZATION UNITS (contd.)

***CLINICIAN II/DISCHARGE PLANNER (1-PRN)**

Supervisor: Jaislee Spina

DUTIES: ***NO ongoing case load and NO driving required!!*** Discharge Clinicians work very closely with an interdisciplinary team of Physicians and Nurses to establish a plan for continuity of care preparing patients to be discharged from the Crisis Stabilization Unit. Plans may include conducting family sessions, identifying supports, and linkage to outpatient mental health/substance abuse service in effort to assist a patient in maintaining stability in their own community.

QUALIFICATIONS: Requires a BA/BS in a human services field from an accredited university or college. One year of experience in the behavioral health field. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (1/14)

***INPATIENT PSYCHIATRIST (FT Preferred)**

Supervisor: Dr. Kenneth Carter

DUTIES: Acute Care Psychiatrists perform psychiatric evaluations in acute care settings with an emphasis on the child & adolescent population. They perform medication management, provide consultation, second opinions, and appear in mental health hearings as needed. At the discretion of the Chief Medical Officer and according to census and established medical need for services, Psychiatrists may be assigned to CCSU, Adult CSU, or Emergency Services.

QUALIFICATIONS: Must be a graduate from an accredited medical school. Must be Board Eligible in Psychiatry by the American Board of Psychiatry & Neurology (Board Certified preferred). Requires 5 years' post-residency work experience and a demonstrated interest in treating the acute care and child/adolescent population. Must have an active and clear FL medical license and an active DEA certificate. Previous addictions or community mental health experience a plus.

***SUPPORT SPECIALIST III (1-FT)**

Supervisor: Kristi Taylor

DUTIES: Responsible for varied secretarial and programmatic support that requires knowledge of organizational operations and policies with direct. Responsibility of overall office management/reception/walk in area.

QUALIFICATIONS: Requires a HS diploma/equivalent and one year related experience in related treatment setting. Must be able to type 30CWPM and use MS Word effectively. Requires a valid FL driver's license, good driving record and current auto insurance and a reliable vehicle. (5/13)

EMERGENCY SERVICES

***ES CLINICIAN II (1-FT)**

Supervisor: Jaislee Spina

DUTIES: ***NO ongoing case load and NO driving required!!*** Emergency Service Clinicians will conduct mental health and substance abuse clinical assessments in the Emergency Service department including psychosocial, diagnostic reviews, and general triaging of patient emergent needs. Emergency Service Clinicians provides assessments services to children as well as adults. Good understanding of DSM diagnosis preferred. Emergency Services Clinicians formulate treatment plans and outcomes for the state and will utilize an electronic medical record.

QUALIFICATIONS: Requires a BA/BS in a human services field from an accredited university or college in social work, psychology, counseling or related field. Must have one (1) year of experience providing direct care services in a behavioral health setting. Co-occurring experience preferred. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (1/14)

***INTAKE SPECIALIST (1st shift. 1-FT, 3rd shift. 1- PT- 8hrs/wk., 1-PRN)**

Supervisor: Kristi Taylor

DUTIES: Provide intake triage of individuals presenting at the Emergency Services department. Assist with accurate preparation of charts and other forms of documentation utilized in the Emergency Services department. Demonstrate willingness to perform other relevant duties as assigned by the supervisor.

QUALIFICATIONS: Requires a HS diploma/equivalent and one year clerical or direct-care experience in a health/human services field OR an AA/AS degree in a human services field from an accredited college/university OR completion of the equivalent of 60 semester/credit hours towards a BA/BS degree in a human services field from an accredited college/university. Requires ability to type 30WPM and knowledge of basic computer software Systems. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (12/31)(4/29)

FOOD SERVICES

***COOK'S ASSISTANT (1-FT)**

Supervisor: Richard Dorber

DUTIES: Prepare and service patient meals, maintain kitchen safety, follow menus as written, maintain food temperature logs, for cooler and freezer. Transport food between campuses as necessary. Communicate, understand and respect cultural diversity.

QUALIFICATIONS: Requires a HS diploma or equivalent. Ability to read, write and speak English. One year kitchen/cooking experience. Must have a Food Handler Certification or successfully obtain within 90 days of hire. Requires a valid FL driver's license with a good driving record, and current auto insurance. (1/28)

***DIETARY AIDE (1-FT)**

Supervisor: Richard Dorber

DUTIES: Maintain kitchen safety by keeping floors clean, washing dishes, and assist with tray line. Delivery of bulk food carts to SalusCare campus and courier service between campuses, if applicable demonstrate an understanding and respect for cultural competence and sensitivity when interacting with consumers of SalusCare services.

QUALIFICATIONS: Requires a HS diploma or equivalent, kitchen or food services experience preferred. Requires a valid FL driver's license with a good driving record, and current auto insurance. (5/13)

TECHNICIANS DEPARTMENT

***BEHAVIORAL HEALTH TECHNICIAN II**

Supervisor: Brian Eger ACSU/CCSU:

1st shift. 1-FT 40hrs/wk., 1-PT 24hrs/wk. **2nd shift.** 1-FT, **3rd shift.** 1-PT 16hrs/wk., 1- PRN

Supervisor: Dana Johnson DETOX:

2nd shift. 1- PT 24hrs/wk., 1- PT 8hrs/wk., (e/o weekend), **3rd shift.** 1- PT 8hrs/wk. (every other weekend) 3- PRN

Supervisor: Vanessa Jones-Styles TLC:

1st shift. 1-PT 16hrs/wk., **3rd shift.** 1-FT 32hrs/wk., PRN

Supervisor: Morgan Scurry VSC:

2nd shift. 1-FT, 1-FT 40hrs/wk. (Wed-Sat), 1-PT 16hrs/wk. (Wed & Sat), PRN

DUTIES: Work on a team of passionate behavioral health technicians making a difference in the lives of adults and children every day. Ensure safety of all patients and staff members by working as a team, carefully monitoring patients, and using verbal de-escalation skills. Effectively engage patients while facilitating recreation and leisure groups, transporting patients (short and long distances), and observing medications on residential campuses. Provide quality care with long-term impacts by assisting patients with activities of daily living, encouraging social recreation, and initiating behavior modification. This position works on various campus locations ensuring exceptional and compassionate care is provided at all times.

QUALIFICATION: Requires a HS diploma/equivalent and either 1-yr direct-care experience in a human services field OR the successful completion of the equivalent of 30 semester/credit hours towards an undergraduate degree. Must have general knowledge of co-occurring disorders in order to best serve both target populations (substance abuse and mental health). Must be comfortable working with children and adults and to use verbal and physical interventions (as a last resort) to manage aggression. Requires a valid Florida driver's license with a good driving record and current auto insurance.

HELP DESK TECHNICIAN **(temporary position)**

HELP DESK TECHNICIAN 1-FT (*Temporary until September 30, 2018*)

Supervisor: Shawn Evans

DUTIES: We are seeking a fulltime temporary help desk candidate. This is an entry level help desk technician role that will be the main point of contact for Information Technology related problems. The help desk technician will identify and solve problems as they occur, and will also perform preemptive maintenance when needed. Key duties also include helping with installation of the agency new hosted phone systems, and migration to Office 365.

QUALIFICATIONS: Requires a HS diploma or equivalent. Information Technology and Office 365 experience is preferred.

