



Southern Arizona's Premier Social Service Agency

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

QM EHR Trainer

The QM EHR Trainer will provide comprehensive training and support to OPCS staff utilizing the CT|One EHR system in collaboration with the OPCS Training Team.

Employee Benefits

Competitive Salary, Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 136 Hours Paid Time Off (PTO) Per Year

Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.

Duties and Responsibilities:

1. CT|One Training
 - 1.1. Conduct onboarding training for new staff.
 - 1.2. Develop implement, and update training materials for staff
 - 1.3. Develop and maintain CT|One User Manual
 - 1.4. Evaluate and document the outcome of training sessions
 - 1.5. Communicate with supervisory staff about training progress
 - 1.6. Conduct periodic refresher trainings with existing staff
2. CT|One Support
 - 2.1. Provide ongoing support to CT1 users as needed
3. Develop ongoing EHR trainings
 - 3.1. Produce and develop concise EHR training documents relative to the EHR workflow.
 - 3.2. Analyze the effectiveness of training programs and identify and implement solutions to maximize their success.
 - 3.3. Collaborate and consult with the agency on improvements to the EHR training process.
4. Assist with the tracking of QM performance measures
 - 4.1. Assist with surveys and focus groups
 - 4.2. Assist with annual QM Report
5. Other duties as assigned.

Qualifications: Associates degree preferred or equivalent experience. Two plus years of EHR or database experience. Experience with Microsoft Excel and Access applications. Superior time management skills and organizational skills. Personal vehicle for use on agency business, driver's license with proof of insurance. Written and verbal communication skills proficiency.

Job Status
Full Time

Pay Rate
DOE

Pay Comments
Salary based on experience.

We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.

Mail Resume/Application to:

Ms. Jeanie Pike
HR Director
Old Pueblo Community
Services
4501 E. 5th St.
Tucson, AZ 85711

Email Resume/Application to:
hr@helptucson.org



Employment References, drug screen and background check is conducted pre-employment.