



**OPEN POSITION:**

**SYSTEMS SUPPORT ANALYST /SOFTWARE ADMINISTRATOR**

Full-time (40 hours/week)  
Benefits and insurances eligible  
Reports to: IT Director

**POSITION SUMMARY:**

As a member of the Information Technology team, this position will be the primary software support for the electronic medical record (EMR) system and perform overall software administration. This position will also provide IT systems support to all Hospice of CNY personnel as needed on a daily basis.

**MINIMUM EDUCATION:**

A graduate from an accredited educational institution with a degree in a computer related field is preferred but not required. A candidate with equivalent experience may be considered.

**MINIMUM EXPERIENCE:**

Must have a minimum of 4-6 years employment within a department of computer related field. Prior work experience within another hospice setting or other medical environment would be highly desired but is not required. Must be able to effectively articulate and communicate to individuals from various backgrounds and professional disciplines.

**TECHNICAL KNOWLEDGE AND EXPERIENCE:**

A successful candidate must possess a general knowledge of network administration, network infrastructure, software administration and databases. Experience with Microsoft SharePoint and electronic medical records is desired, but not required.

**APPLY TO:**

**Hospice of CNY**  
990 7<sup>th</sup> North Street  
Liverpool, NY 13088  
Fax: (315) 766-1120  
Email: [humanresources@hospicecny.org](mailto:humanresources@hospicecny.org)