

MISN is Hiring!

PT Health Information Technology (HIT) Coordinator

MISN seeks high energy, team player to oversee implementation of information technology system. Responsible for Project coordination, provides training and technical assistance, recruits partner agencies, compiles data and creates reports. Manages web-based data management system that supports centralized risk assessments, referrals, and coordinated follow-up services across multiple participating health and human service providers.

\$20/hour, no benefits. Part Time 20-25 hour/week. Starts immediately. BS degree preferred. Extensive travel, must have reliable vehicle and valid NYS Driver's License. Based in Ellenville, serving Ulster and Sullivan Counties.

FT Bilingual Program Assistant

The FT Program Assistant supports MISN Programs with a focus on fielding calls and scheduling client appointments in English and Spanish. Fast paced environment that requires flexible time management and ability to cope with changing priorities in short order.

Applicant must be a creative team player with attention to detail; able to handle quick changes in tasks. High level of proficiency with Microsoft Office programs including Word, Excel, ACCESS, PowerPoint, Publisher, Mail Merges, as well as Google Services and Social Media Platforms is required. Applicant must be sensitive, respectful, and open to interacting with diverse communities and individuals both as clients and in the workplace. Occasional evening and weekend hours. Applicant must have a reliable vehicle and valid NYS Driver's License. \$12/hour, benefits include health insurance, paid time off, and employer contribution to retirement plan when eligible. Two year college degree preferred, High School Diploma required.

MISN is an agency dedicated to health across the lifespan, access to healthcare and support services, and social justice for all.

MISN is an equal opportunity employer.

*To apply, email your resume to
resumes@misn-ny.org, or call us at
845-561-3575*