



# Application Specialist

**Job Code:** APPSPEC - 114  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$18.43 - \$30.14 Hourly  
\$1,474.40 - \$2,411.20 Biweekly  
\$38,326.00 - \$62,698.00 Annually

**FLSA:** Non-Exempt

## **Overview**

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## **General Description**

The purpose of this job is to analyze, verify, correct; and submit data reports internally and to regulatory entities.

This class works under general supervision, independently developing work methods and sequences.

## **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Develops electronic forms in the electronic health record.
- Compiles reports and submits data to regulatory information systems in accordance with submission deadlines.
- Resets passwords to health information systems.
- Serves as point of contact to complete client discharges from clinics and to complete County of Residence change requests.
- Combines clients' charts within electronic health record application.
- Creates training materials and conducts training for new processes and supplemental systems.
- Performs other duties as assigned.

## **Minimum Education and Experience Requirements**

Requires an Associate's Degree in information systems, engineering, or related field supplemented by one (1) year of experience with clinical application products, information systems, electronic health records or similar

field; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Unavoidable Hazards (Work Environment)**

- None

### **Special Certifications and Licenses**

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.