Information Technologist
Permanent Part-time .8FTE

Gateway Community Health Centre (Gateway), located in Tweed, Ontario, provides accessible quality care with a focus on health promotion and illness prevention through an inter-professional team in a collaborative practice model. Gateway supports populations at all ages and stages of life with an emphasis on those who are high risk and/or experiencing barriers to accessing services. We are seeking individuals with a passion and commitment towards innovation and an inclusive work environment.

The Information Technologist supports every member of team to do the best job they can! We are looking for someone who is well versed in both with the latest tech and apps and with some of our favourite legacy products. Besides super tech skills and abilities, the successful candidate has a professional and courteous manner, an enthusiastic approach to a busy changing workday, a passion for sharing knowledge and making things work, and a positive, client-centred focus.   If that sounds like you, send us your resume.

Responsibilities
- Maintain existing network including a variety of hardware and software, daily technical support, network monitoring, and troubleshooting
- Maintain inventory and upgrade hardware and software including VPN tunnels, WIFI, cloud-based technologies, Virtual and mobile technology, licenses, and applications
- Liaise with sector IT staff regarding the network, software and applications and the infrastructure needed to support them
- Evaluate new technological requirements, hardware software to meet requirements.
- Develop training and education tools for team members
- Monitor or optimize system performance, security posture, and backups.
- Establish policies and procedures to ensure readiness, quality, and accuracy of technical applications, digital security, to support staff and end users.

Requirements
- Technical degree in Information Science, CS, or equivalent skill gained through experience coupled experience in systems (hardware and software) support.
- Knowledge of IT principles, concepts, and methods; systems testing and evaluation principles and tools; IT security, Internet technologies; and/or emerging information technologies
- Experience in support of Microsoft products including Office 365, familiarity with PC hardware, software, and peripherals in a Microsoft environment
- Familiarity virtual and mobile technology and operating systems, Android, and Apple
- Possess strong analytical, interpersonal, communication skills
- Experience in HTML, SQL, JavaScript, and familiarity with multiple web browsers,
- Able to work with minimal supervision in a team environment and manage multiple assignments and deadlines.
- Experience and/or openness to working with individuals who face barriers accessing traditional health care institutions.
- Respectful of the values and diversity of the communities and individuals we serve.

This position requires flexibility in hours of work to support accessible program service delivery and the Centre's hours of operation. As such, the position entails occasional after-hours work.

We welcome and encourage applications from equity seeking groups and people with disabilities, and we can provide assistance and accommodations on request for candidates taking part in all aspects of the selection process.

To apply for this position, please provide a **cover letter** and **resume** by **12:00pm** on **Friday, December 3, 2021,** via **email** to: Humanresources@gatewaychc.org. When submitting by email, include **IT2021** in the subject line. We sincerely thank all applicants, however, only those selected for an interview will be contacted.

For more information: www.gatewaychc.org