

T.H.E. HEALTH AND WELLNESS CENTERS

JOB DESCRIPTION

POSITION: Network Engineer
DEPARTMENT: Information Technology
STATUS: Full-Time, Non-Exempt

POSITION SUMMARY: Working along with our Chief of IT. Our network engineer will help to stream line network issues and construct better network systems to allow our medical staff to experience less setbacks and to better help our patients.

Essential Duties and Responsibilities:

- Maintains local area networks (LAN), wide area networks (WAN), and wireless networks
- Monitor network performance and troubleshoot connectivity issues
- Ensure network security and compliance with HIPAA and other healthcare regulations
- Manage and monitor firewalls, VPNs, routers, switches, and other networking hardware
- Collaborate with third-party vendors and IT support providers
- Provide technical support to clinic staff for network-related issues
- Maintain documentation of network configurations and procedures
- Support secure remote access technologies for the corporate network
- Assist with IT planning and upgrades to support clinic growth and relocations

Cybersecurity:

- Manage security protocols to protect patient data and clinic systems
- Conduct regular vulnerability assessments and penetration testing
- Monitor for security breaches and respond to incidents
- Ensure compliance with HIPAA and other healthcare data protection regulations
- Manage endpoint protection, intrusion detection/prevention systems (IDS/IPS), and email security
- Collaborate with vendors and IT partners on secure system integration

Education and Qualifications

- 5+ years of experience in network engineering or IT infrastructure
- Bachelor's Degree in Computer Science or related field preferred
- Strong understanding of TCP/IP, DNS, DHCP, and VPN technologies
- Experience with Cisco, Meraki, HP Aruba switches, or similar networking equipment
- Familiarity with healthcare IT systems and HIPAA compliance is a plus
- Excellent problem-solving and communication skills
- Ability to work independently and prioritize tasks in a fast-paced environment

Preferred Skills

- Experience of networking and remote access solutions
- Knowledge of cybersecurity best practices
- Certifications such as CCNA, CompTIA Network+, or equivalent

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, talk or hear. The employee is occasionally required to use hands to handle, or feel objects, keyboard or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Job Description Disclaimer

This position requires compliance with Health Center's written standards, including its Standards of Conduct and policies and procedures ("Written Standards"). Such compliance will be an element considered as part of the *QI Director's* regular performance evaluation.

Failure to comply with Health Center's Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Health Center's Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with Health Center's Compliance Program Policy and Procedure.

I have reviewed and understand the job functions required of me for the position in employment with T.H.E. Clinic, Inc. I understand that T.H.E. Clinic, Inc. reserves the right to modify job duties or job descriptions at any time.