



EMPLOYMENT OPPORTUNITY
Posted 11/16/09

Job Title	IT Communications Manager
Department	INFORMATION SYSTEMS
Reports to	SJHS IT VP of Alignment and Support
Position Summary	Provide a brief summary of the work performed. Indicate level of supervision required. The individual in this position will be responsible for preparing routine and ad-hoc communications for the Information Services Department of St. Joseph Health System (SJHS), a multi-facility integrated healthcare delivery organization. The communications will be focused on both internal and external audiences. Effectiveness in this position will involve the ability to describe technical events in a manner that clinical and business audiences easily understand. Close collaboration with the SJHS VP of Communications and other SJHS IT executives will be required.
Essential Functions	<ul style="list-style-type: none"> • Works closely with the IS Executive Team to prepare scheduled and ad-hoc communication updates on SJHS IS performance, special events and projects. • Collaborates with SJHS corporate communications as appropriate. • Assists in preparation and presentation of IS meeting materials on various technology and business topics. • Collaborates with external media and business partners for external communications, awards, press releases, articles, etc. Includes SJHS corporate communications in the approval process. • Assists SJHS corporate communications with communications projects as requested • Creates and deploys communications that support the awareness, engagement, adoption and ownership of IT • Promotes IT transparency within all levels of the organization.
Additional Responsibilities	<ul style="list-style-type: none"> • Demonstrates a commitment to service, organization values and professionalism through appropriate conduct and demeanor at all times. • Maintains confidentiality and protects sensitive data at all times. • Works collaboratively and supports efforts of team members.
Key Qualifications	<p>The SJHS IT Team works within an agile, dynamic and collaborative management environment. Individuals working on the team will have the following general background, characteristics and experience:</p> <ul style="list-style-type: none"> • Effective communicator at all levels • Healthcare industry knowledge and experience • Prior professional position/experience • Major accomplishments • Good personality mix • Team player (evidence of such) • Proven leadership <p>In addition, the member of the team will demonstrate the following important role characteristics:</p> <ul style="list-style-type: none"> • Proactive initiative, leadership and accountability • Promotes innovation and future state thinking • Maintains awareness and understand emerging trends and technologies in IT and Healthcare. • Demonstrates a commitment to core SJHS values

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| | <ul style="list-style-type: none">• Strong teamwork and interpersonal skills,• Ability to interact effectively with all levels of the organization• Ability to collaborate with SJHS entity customers, IT organization, and management |
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Minimum Position Qualifications:

Education: Bachelor's Degree, Advanced degree a plus

Experience: Five or more years healthcare communication experience

For consideration: Fax resume to (714) 347-7540 or e-mail to: SJHSHR@STJOE.ORG.