

**KLINIC COMMUNITY HEALTH CENTRE
JOB POSTING
COMPUTER RESOURCE WORKER
PART TIME TERM POSTION
.5 E.F.T. – 20 HOURS PER WEEK**

QUALIFICATIONS:

- Formal education in computer hardware and software.
- Two years experience working as a computer technician maintaining PC hardware.
- Two years experience providing software support to network operating systems.
- MCP, MCSE, MOS, MCT, Linux, A+ or related certification.
- Valid driver's license and vehicle.
- Excellent communication and interpersonal skills.
- Demonstrated ability to work with minimal supervision and as a member of a team.

RESPONSIBILITIES:

Software Support and Training:

- Windows 95, 98, NT4, 2000, XP, 2003, Linux and Macintosh operating system management.
- Installation, training and ongoing support for office suites such as Microsoft Office and Corel WordPerfect.
- Support Rise Health Systems medical and Great Plains Dynamics financial software packages.
- Maintain antivirus software systems.
- Maintain additional site-specific software packages as required.
- Custom design programs and macros.
- Provide training and support for Internet use.
- Web site maintenance for Klinik and its programs.

Hardware maintenance:

- Provide all computer, computer peripheral, printer and network equipment maintenance for Klinik and sites as contracted.
- Consult with staff, research and recommend new equipment purchases.
- Purchase appropriate hardware replacement as needed and within the confines of the budget.
- Install new equipment.

Administration:

- Maintain log of service calls.
- Maintain equipment inventories.
- Maintain licensing compliance for software packages.
- Submit monthly billing to all contracted sites.
- Provide support for the Computer Committee at Klinik and at other agencies as required.
- Research, evaluate and recommend new technologies.
- Research, prepare and recommend computer system policies.
- Contact other community sites regarding computer services available to them.
- Maintain expense account.

HOURS OF WORK: Monday – Friday (hours to be mutually agreed upon)

DURATION OF TERM: Date of Hire – November 23, 2010 (May Be Renewed)

STARTING SALARY RANGE: \$22.184 - \$24.241 per hour

PLEASE SUBMIT RESUME BY TUESDAY, NOVEMBER 17, 2009 TO:

K. Timmermann, Director of Administration
Klinik Community Health Centre
870 Portage Avenue, Winnipeg, MB R3G OP1
Fax 772-7998/e-mail klinik@klinik.mb.ca

**Klinik is a pro-choice community health centre
and supports the principles of diversity, inclusion and cultural awareness.**
Thank you for your interest. Only candidates selected for an interview will be contacted.