



Unified Community Services  
Serving Grant and Iowa Counties

Seeking applicants for full-time **INFORMATION SYSTEMS SUPPORT SPECIALIST** position in our Lancaster and Dodgeville offices. Position will provide primary support related to the Electronic Health Record (EHR), to include set-up, establishing and maintaining programs, training, troubleshooting, ongoing maintenance, updates, data dashboards, and general EHR operations. Others duties include HIPAA security, management of state PPS data, website maintenance, general IT support for agency staff, and serving as point of contact for off-site IT support.

Requires high school diploma or GED and experience in information systems, computer data entry and software, as well as strong interpersonal and problem-solving skills. Associates or Bachelors degree preferred. Ideal candidate will have prior experience with electronic health records, knowledge of HIPAA requirements, and some SQL coding and/or general IT experience. Valid driver's license and Caregiver Background Check required.

Competitive salary and comprehensive benefit package, including Wisconsin Retirement System, health, life and disability insurance, training, and paid time off.

Screening of applicants will begin immediately and will continue until the position is filled. Submit resume and letter of interest to:

Cheryl Knapp  
Unified Community Services  
200 W. Alona Lane  
Lancaster, WI 53813  
(608) 723-6357  
[cknapp@unifiedservices.org](mailto:cknapp@unifiedservices.org)

EOE/AA/CRC