

# NORTHWEST TN AREA AGENCY ON AGING & DISABILITY MANAGEMENT INFORMATION SPECIALIST/HIPPA COORDINATOR

The Northwest TN Area Agency on Aging & Disability has a full time job opening for a Management Information Specialist/HIPPA Coordinator. This position will manage the AAAD database, compile reports, maintain resource directory, submit quarterly State Reporting Tool, analyze data and oversee HIPPA compliance.

**QUALIFICATIONS:** BS Degree, preferably in Computer Science, or other computer related field with database experience, hardware experience, and/or 5 years relative experience. Must have proven familiarity with software and hardware installation and customization; will supervise and provide technical assistance to staff on proper reporting procedures; ability to develop and conduct trainings; excellent oral and written skills; working knowledge of software packages, programming experience.

Pursuant to a declared policy of non-discrimination, AAAD does not discriminate on the basis of race, sex, religion, national or ethnic origin, age, disability of military service.

If interested please submit a resume and references to [susan.hill@nwtd.org](mailto:susan.hill@nwtd.org) by 4:30 July 15, 2020.