



# INDIAN HEALTH CENTER OF SANTA CLARA VALLEY

*Medical • Dental • WIC/Nutrition • Counseling • Community Wellness & Outreach*

Phone (408) 445-3400 Fax (408) 448-1041

[www.indianhealthcenter.org](http://www.indianhealthcenter.org)

**POSITION:** WEB DEVELOPER INTERN/VOLUNTEER  
**REPORTS TO:** Director of Information Technology (IT)  
**STATUS:** Unpaid voluntary internship

**POSITION SUMMARY:** *Under the direction of the Director of IT, this position will provide assistance in enhancing or rebuilding the in-house IT ticketing system. This is an unpaid volunteer trainee position.*

## **DUTIES & RESPONSIBILITIES:**

- Provides assistance to the Director of IT
- Assists with writing codes from scratch to enhance or rebuild the in-house IT ticketing system.
- Maintain strictest client confidentiality, except when mandated reporting is required and follow all HIPAA guidelines and requirements
- Perform other duties as assigned

## **PHYSICAL REQUIREMENTS:**

- Ability to sit, stand and walk for extensive periods of time
- Manual and finger dexterity and eye-hand coordination sufficient to accomplish the duties associated with your job description
- Ability to lift up to 35 pounds
- Ability to stoop, squat, or bend frequently
- Corrected vision and hearing within normal range to observe and communicate with patients and professional staff

## **WORKING CONDITIONS:**

Will be working in a fast paced medical environment. Will need to be able to sit for extended periods of time typing on the computer. Office hours are from 8:00 a.m. to 5:00 p.m., subject to change depending upon business needs. Will need to be flexible in performing tasks with limited discretion in making judgment decisions.

## **REQUIRED QUALIFICATIONS, KNOWLEDGE & ABILITIES:**

- Working experience with PHP, JAVA, MYSQL, Apache Server, HTML/HTML5, CSS
- Previous web development experience
- Graphic Design skill, Adobe CS and other programming experience is a plus
- Ability to work alone or within a team
- Ability to finish project within 6 months time
- Ability to maintain strict confidentiality
- Enthusiastic, flexible, innovative, team-orientated, and reliable
- Demonstrated ability to perform multiple administrative functions simultaneously in an accurate, organized, and efficient manner. Ability to multitask and thrive in a fast-paced, constantly changing environment

- Ability to carry out all responsibilities in an honest, ethical and professional manner and demonstrate good judgment
- Ability to communicate effectively both verbally and in writing
- Demonstrated ability to work with other staff in a team environment
- Ability to communicate effectively, both verbally and in writing
- Flexibility, initiative, reliability, and creativity

Preference is given to qualified American Indian/Alaskan Natives in accordance with the American Indian Preference Act (Title 25, U.S. Code Section 472, 473 and 473a). In other than above, the Indian Health Center of Santa Clara Valley, Inc. is an equal opportunity employer.

**If interested:** Send resume and cover letter to:

HR Department  
Indian Health Center of Santa Clara Valley  
1333 Meridian Avenue, San Jose, CA 95125  
Fax (408) 448-1041      Email: [rstarzyk@ihcscv.org](mailto:rstarzyk@ihcscv.org)