JOB DESCRIPTION

Position	IT Security Specialist
Reports To	Chief Information Officer (CIO)
Status	Full-Time; Exempt
Location	Maine; Remote Work

Position Overview and Responsibilities

We are offering an exciting opportunity for an IT Security Specialist to join an experienced and innovative team dedicated to improving patient outcomes through information technology.

This position is accountable for procedures and processes that ensure the integrity, confidentiality and availability of organizational information, applications and infrastructure. The position will perform tasks associated with the configuration, testing and implementation of various security controls across all security domains, such as access management, encryption, vulnerability management, authentication, authorization, network security, and physical security. The IT security specialist will perform routine risk assessments, security audits, and vulnerability scans to identify, evaluate, document and remediate organization risk, control gaps and vulnerabilities. This position will be responsible for developing security reports, security recommendations, and security policies and procedures. The IT security analyst will facilitate the investigation, isolation, documentation and timely resolution of security incidents and breaches working closely with other IT team members and vendors.

Employment Standards

Education

- Four (4) year degree in Information Systems, Information Technology, Cybersecurity or equivalent field is preferred.

- Technical certifications preferred

Experience

- Three (3) years of experience in IT Security, HIPAA Security or Security Auditing

- Knowledge and understanding of security controls across all security domains, such as access management, encryption, vulnerability management, authentication, authorization, network security, physical security, etc.

Required Skills

- Ability to identify security risks in applications, system, and network architecture, data flow, and processes or procedures

- Ability to assess the organizational impact of identified security risks and recommend solutions or mitigating controls

- Knowledge of security technologies, security frameworks, devices, hacking techniques, and countermeasures, as well as the threats they are designed to counter

- Strong communication, writing and documentation skills

Working Conditions/Physical Effort

- Responsibilities may sometime require working evenings and weekends, sometimes with little advanced notice.

- No regular travel required.