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<b>Job Title:</b> Office Support Assistant-Temporary	<b>Position Title:</b> COVID-19 Data Entry Specialist
<b>Job Type:</b> Support Staff-Non-Exempt	<b>Wkly Hrs:</b> 40
<b>Reports to:</b> Assistant Director	<b>Last Updated:</b> 9/14/2020

THIS IS A TEMPORARY POSITION THROUGH DECEMBER 31, 2020. THIS POSITION IS NOT ELIGIBLE FOR BENEFITS. THE POSITION IS GRANTED FUNDED THROUGH THE CARES ACT.

**Position Overview:**

This position inputs and maintains COVID-19 data as it pertains to active cases, contacts, and outbreaks.

**Essential Functions:**

- Extract appropriate data from case investigation and contact tracing forms/data bases.
- Review electronic case investigation files and contact tracing database to extract certain data points.
- Enter data in spreadsheets and other electronic platforms in a timely manner.
- Work as part of a team to assure consistency in COVID 19 data analysis and to identify opportunities for quality improvement in data analysis.
- Maintains strict confidentiality, adheres to all HIPAA guidelines/regulations.
- Maintain daily communication with supervisor on activities and tasks.
- Other duties as assigned.

**Supervision Received:**

This position is supervised by the Assistant Director

**Supervision Exercised:**

None

**Qualifications & Skills:**

*MINIMUM REQUIRED EDUCATION AND EXPERIENCE:*

- Possession of High School Diploma or GED is required
- Excellent Computer skills are required. Computer experience includes but is not limited to proficiency in word processing and spreadsheet application.
- A track record of excellent communication, customer service, computer, and strong attention to detail skills is required, including the ability to interact professionally with all staff and clients.

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**Physical Demands and Working Conditions:**

- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard reach, stoop kneel to install computer equipment
- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to sit at a computer terminal for an extended period of time.
- Light to moderate lifting is required