**Job Title:** Office Support Assistant-Temporary  
**Position Title:** COVID-19 Data Entry Specialist

**Job Type:** Support Staff-Non-Exempt  
**Wkly Hrs:** 40

**Reports to:** Assistant Director  
**Last Updated:** 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.
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