POSITION: Data Entry Assistant (7 hours/week)
Hourly Rate: $15/hour

Position Description:
- Utilizing AIDS Institute Reporting System (AIRS), Electronic Health Records (EHR), and GoogleDocs; enter both quantitative and qualitative data relating to syringe exchange transactions, new participant program intake information, educational encounters, case management services, referrals, program promotion and medical services
- Make determinations as to the validity of data to be entered to avoid entry of services which do not provide sufficient documentation
- Abide by detail-oriented coding system to differentiate between data which has and has not been entered
- Ability to grasp a significant number of deliverable definitions, contracts purposes, timelines and staff lines for proper entry of data
- Provide assistance to the Program Director and Executive Director to retrieve information from various sources and enter program data into internal and external data management sources
- Review current data management systems internally and assess methods for system changes to streamline data entry to increase accuracy, prevent duplication, and provide audit-worthy documentation
- Communicate ideas for implementing systems changes, pros and cons of potential changes, to the Program Director and Executive Director
- Capacity to enter data quickly and provide timely data entry,
- Presentation of data on a monthly basis
- Other administrative tasks as assigned

Experience/ Additional Qualifications
- Extremely organized, detail oriented, and thorough to provide audit-worthy data entry
- Should be meticulous, self-motivated, and a problem solver
- Ability to coordinate multiple tasks simultaneously in a chaotic environment
- Ability to communicate effectively both verbally and in writing
- Familiarity with both social work and medical documentation and jargon
- Ability to envision systems-level infrastructure to improve current data entry systems
- Flexible schedule, available to provide 7 hours of data entry service per week (full day or two half days) with a minimum commitment of 6 months
- Familiarity with AIRS, remote server access and Google Documents a plus
- Great attitude and people skills are a must

Individuals from the Washington Heights and Northern Manhattan community are strongly encouraged to apply

Washington Heights CORNER Project is an Equal Opportunity Employer and is nondiscriminatory relative to race, ethnicity, religion, national origin, sex, gender, sexual orientation, age, disability, medical status, or history of incarceration.

Please submit resume and cover letter* as email attachments to:
    Jamie Favaro, Executive Director
    Washington Heights CORNER Project
    whcpjobs@cornerproject.org