

POSITION TITLE: DATA MANAGEMENT ASSISTANT (Program Specific)	POSITION NUMBER:
SERVICE AREA: As assigned	PROGRAM AREA: Related to Service Area
REPORTS TO: Program Manager or Service Director; Operations & Office Support Supervisor	REVIEW DATE: May 10, 2006
<p>PURPOSE OF POSITION: To enter data and manage databases which are critical for specified Service and Program Areas. This includes inputting, verifying and updating data; maintaining databases; generating and distributing reports and information; troubleshooting database and associated equipment issues; and ensuring quality and accuracy of data entry. This involves data vital to program functioning and provincial government requirements. May be required to cover for other administrative positions.</p>	
<p>POSITION SKILLS & COMPETENCIES REQUIRED:</p> <p>Education: Secondary School Diploma.</p> <p>Related Experience: Up to but less than 1 year's relevant experience.</p> <p>Specific knowledge, skills, abilities:</p> <ul style="list-style-type: none"> • Basic skills in Microsoft Word and Outlook • Intermediate computer skills in Microsoft Excel • Advanced keyboarding skills including speed and accuracy in data entry • Intermediate record/data management skills including filing management skills (electronic and paper) • Advanced attention to detail, including ability to input & maintain accurate and complete data • Basic ability to organize and prioritize work and meet deadlines • Basic oral and interpersonal communication skills • Basic written communication skills including the ability to communicate ideas effectively via email • Basic proofreading skills • Able to work independently within established parameters and to function effectively as a member of a team 	
<p>KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):</p> <p>Provide data entry services and maintain provincial government local data bases</p> <ul style="list-style-type: none"> • Provides accurate and timely data entry, management and report generation • Ensures data is correct and complete; advises when information is missing • Demonstrates understanding of information security and records management policy and practice <p>Troubleshoot and/or arrange for repairs as required, to databases, programs or associated equipment</p> <ul style="list-style-type: none"> • Supports all staff utilizing databases • Identifies to Applications & Software Developer and Program Manager/Supervisor when challenges are encountered • Acts as contact person for troubleshooting or notification of need for repair as required in relation to databases, programs, associated equipment • Maintains assigned databases on behalf of agency • Maintains paper documentation systems • Maintains paper flow 	

KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY) Continued:

Receive, provide and distribute information to staff & management

- Opens, sorts and distributes mail
- Prepares outgoing mailings
- Ensures effective and timely communication to staff and managers
- Receives reports, screening forms and assessments by mail, fax, phone or electronic means and determines appropriate routing
- Provides information to staff and/or other health units as directed

May be required to cover for clerical/secretarial position responsibilities.

Contribute to team and agency effectiveness

- Works collaboratively as a member of the team; contributes to positive team functioning
- Assists service, program and functional units in carrying out their mandates
- Demonstrates commitment to, and functions in a way that is consistent with, the Agency mission, vision, values and strategic directions
- Respects and ensures confidentiality in all work performed on behalf of the Agency
- Demonstrates a strong customer service focus in dealing both internally and externally
- Participates on Agency-related committees as assigned
- Understands the need to become redeployed and/or reassigned as part of the public health response to an emergency or natural disaster

Management has the right to change position requirements from time to time as Agency conditions dictate.

CONTACTS & COMMUNICATION:

Internal: Manager, supervisor, program, technical and administrative staff

External: Peers in health care settings, schools, other health units, other health care and social service agencies, laboratories, and provincial ministries as well as the general public.

RESPONSIBILITY FOR RESOURCES:

Staff: Provides technical guidance to other staff related to use of computer software, office equipment and data base applications.

Financial: N/A

Information: On a continuous basis, receives critical & confidential information and provides data entry. Maintains various databases. Deals with time sensitive information on a daily basis and is responsible for collection of reports; maintains files/records and provides data/record management

Materials & Equipment: Use of materials & equipment related to job function. These may include computer, fax machines, scanner, photocopier, printer, telephone.

EFFORT REQUIRED:

Mental:

- Constant attention to detail i.e. audio concentration for telephone reports, listening for incoming faxes;
- Constant visual concentration for data entry, interpreting details/hand-writing, data & record management
- High volume of repetitive work
- Deadlines related to provincial government reporting requirements of specific reports
- Considerable interruptions from staff seeking information with some data clarification required

Physical:

- Limited lifting/moving of boxes of hard copy records; medium weight (up to 35 pounds).
- Constant sitting at work station, in front of a computer screen
- Constant manual dexterity for data entry/keyboarding

WORKING CONDITIONS SPECIFIC TO POSITION:
<ul style="list-style-type: none">• Standard office environment.

I have read the Position Description and understand the duties and responsibilities as assigned.

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

MANAGER'S SIGNATURE: _____ **DATE:** _____

Position Approvals:

DIRECTOR'S SIGNATURE: _____ **DATE:** _____

Director Healthy Living Service

DIRECTOR'S SIGNATURE: _____ **DATE:** _____

Director Family Health Service

DIRECTOR'S SIGNATURE: _____ **DATE:** _____

Director Clinical Service

DIRECTOR'S SIGNATURE: _____ **DATE:** _____

Director Health Protection Service

DIRECTOR'S SIGNATURE: _____ **DATE:** _____

Director Corporate Service

MOH/CEO SIGNATURE: **Original document signed by Dr. Charles Gardner, MOH**

DATE: _____

POSITION HISTORY: Nov. 2/06 – Minor modifications were made to Position Description as a result of the Job Evaluation Committee review of all agency non-union positions, including reconsideration requests.
April 30/07 – added Operations & Office Support Supervisor to 'Reports to', this is the date the Gravenhurst staff pooling took effect.

May 06