


Lutheran Services Carolinas Job Description

Job Title: Data Specialist
Supervisor (title): Quality Management Director
Department: Disaster Response Services
Approved by: B. Welch Thomas 

Date: 5/22/2017

Position Purpose/Summary:

This position is a primary support staff for technical and computer operations, EMR.

Essential Functions: *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Develops and revises as needed plan for efficient data entry.
2. Performs data entry to CAN and agency client database (EMR).
3. Liaison for Disaster Case Management in Quality Management initiatives.
4. Produces program reporting and contract related items as requested.
5. Provides instruction to program staff on data collection related operations as requested.
6. Assists with addressing technical needs of program.
7. Other duties as assigned by supervisor.

Qualifications (Minimum Job Requirements): *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education: High school diploma or equivalent

Experience: Minimum 3 years support staff experience.

Specific skills/abilities: Knowledge of Microsoft Office software (Word, Excel, PowerPoint, etc).

Specialized knowledge, licenses, etc: N/A

Supervisory Responsibilities, if any (*The scope of the person's authority, including the positions that report to the incumbent.*):

N/A

Preferences (Optional): (*Preferred attributes for the position, which are not absolutely required in the minimum qualification - e.g. masters degree, bilingual*).

N/A

Working Conditions/Physical Requirements: (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*).

1. Office conditions apply, sitting at desk in front of computer for extended periods of time.
2. Ambulatory throughout all locations.
3. Ability to bend, stoop (to floor), reach overhead.
4. Ability to live minimum 10 pounds.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.