



Urban Indian Center of Salt Lake

POSITION DESCRIPTION

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| JOB TITLE: | DATA ASSISTANT |
| SALARY GRADE: | \$20.00-\$29.00/HR (depending upon credentials & experience) |
| APPOINTMENT: | PART-TIME (NON-EXEMPT) |
| SCHEDULE: | M-F 8:30AM – 5:00PM (occasional weekends and evenings) |
| SUPERVISORY: | NO |

The mission of the Urban Indian Center of Salt Lake is: “Serving *The People* by honoring Native cultures, strengthening health and wellness programs and cultivating community.”

SUMMARY OF WORK:

Under the direct supervision of the Cedar Point Wellness Program Director. The Data Assistant will work closely with the CONCERTS Project Director and the IT Site Coordinator/HIPAA Privacy Officer.

DUTIES:

Oversight and documentation of CONCERT project data and activities.

RESPONSIBILITIES:

- Predominantly serves American Indian/Alaska Native (AI/AN) clientele.
- Updates the Electronic Health Record (EHR) patient information system.
- Conduct data merges, data cleaning, and de-identifying of data.
- Enters data in RedCap software program.
- Oversee survey processes.
- Administers survey(s) to clients.
- Conduct data entry and data assurance.
- Attends bi-weekly Cedar Point Wellness team meetings, and UICSL monthly all staff meetings.
- Attends CONCERTS meetings as requested.
- Provides reports as requested.
- Provides basic health education, including health promotion and disease prevention (HP/DP) education.
- Other general duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of and experience with the unique cultural, historical and economic backgrounds of American Indian/Alaska Native (AI/AN) people, and/or evidence of cultural humility and adaptability when working with ethnically diverse clientele.
- Knowledge of and a demonstrated respect for AI/AN history, values, customs, and practices.
- Strong skills in professional networking, creating and maintaining community partnerships
- Ability to efficiently organize and prioritize tasks, time and resources.
- Ability to recognize/practice strong professional and ethical boundaries and be committed to promoting the welfare and wellbeing of participants.
- Demonstrated strong human relations skills including effective verbal and written communication skills.
- Proven ability to work effectively as a member of a multidisciplinary team.
- Excellent interpersonal/professional skills, i.e., ability to respectfully interact with people.
- Demonstrated ability to handle the occasional stressful and problematic situation.

REQUIRED QUALIFICATIONS:

- A Bachelor’s degree is preferred.
- Knowledge of and a genuine respect for AI/AN values, customs, and practices.

Position Description: DATA ASSISTANT

- Must have a clean criminal background report.
- Must have a current immunization record.
- Computer experience and demonstrated competence with Microsoft Office Suite required, knowledge of electronic health records, virtual meeting platforms, and the internet.

All positions at the Urban Indian Center of Salt Lake have the responsibility to carry out functions to maintain inspection and survey readiness, participate in Quality Improvement initiatives, as well as assist in and/or provide education for health promotion and disease prevention. UICSL supports a safe, healthy and drug-free work environment through criminal and caregiver background checks, UICSL maintains a drug & smoke-free environment.

This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities. The employee may be required to perform other job-related duties as requested by the designated work leader(s). All requirements are subject to change over time.

Employment at the Urban Indian Center of Salt Lake (UICSL) is on an at-will basis, which means that your employment may be terminated by you or UICSL at any time, for any reason or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the Chair of the Board of Directors. UICSL reserves the right to change, replace, withdraw or deviate from any of the guidelines contained in this Job Description without prior notice.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.

**Indian hiring preference may apply to some positions (as defined in Title XXV, US Code Sections 44-46, 42 U.S.C. (2000e-2 li) and 474.) For the purposes of the Urban Indian Center of Salt Lake, Indian Preference Policy, "Indian" shall mean "any member or descendant of a member of a federally-recognized tribe." Applicants must meet the established minimum qualifications in order for Indian preference to apply. Candidates will be required to furnish documentary evidence of their qualifications for Indian preference.*