



Position: Data Management Clerk III
Program: Sexual Health and Education Program
Reports to: Linkage to Care Supervisor
Salary: \$13.00/hour
Status: 100%, Full-Time, Non-Exempt, Term
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

JOB SUMMARY: Under the supervision of the Linkage to Care Supervisor, the Data Management Clerk III will work closely with other members of the Sexual Health Program to construct and analyze morbidity and program performance reports. Other related administrative and data entry tasks may be required. Training will be provided in the correct procedures for completing the updates and in the use of all applicable software systems.

ESSENTIAL FUNCTIONS:

- 1) Assist with management and periodic export of SAS datasets for the Los Angeles County Department of HIV and STD Programs (DHSP), Centers for Disease Control (CDC) and Other Community Partners;
- 2) Assist with management of a Microsoft Access database for the purposes of auditing chart completeness for SHP counselors, providers and volunteers;
- 3) Assist with management of client appointment lists for the Transgender Health Program and the Jeffrey Goodman Special Care Clinic;
- 4) Assist with management of the Missing Labs Report in the Clinic Program to ensure that all labs are resultated appropriately in a timely manner;
- 5) Maintenance of performance reports for inconclusive/canceled results, the Crystal Meth Recovery Services Program, turned-away clients for the Sexual Health Program, SHP Internal Management Report and other internal performance reports;
- 6) Update patient data by performing periodic queries using SAS to ensure that data for each client visit is complete and accurate;
- 7) Adhere to all applicable procedures regarding the request, use, storage, and return of client medical records;
- 8) Work closely with the Epidemiologist and program staff to perform periodic, internal quality assurance and management audits;
- 9) Servicing of basic data requests for other Center staff that require narratives and figures in Excel format;
- 10) Ensure all DHSP required licensure certifications for SHP staff are on file and up-to-date;
- 11) Other duties as assigned

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Able to type 40 wpm;
- 2) Above average knowledge of Microsoft Word, Excel and Access;
- 3) 2-4 years of experience in data entry or equivalent education required;
- 4) Ability to rapidly learn software programs such as SAS;
- 5) Good verbal and written communication, organizational, and interpersonal skills;
- 6) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;
- 7) Experience working with the LGBT community and familiarity with issues of particular relevance to LGBT people;
- 8) Have a passion for the Center's work and its mission to make the world a better place for LGBT people.

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

E-mail resume and cover letter as a word attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org
Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028