

## **DATA ENTRY & RESEARCH**

### **Duties and Responsibilities**

- Provides data administrative support for research, clinical and operational projects.
- Responsible for assisting with the data handling requirements for a research study/protocol to include source document design, screen testing and approval, and research data set creation.
- Enters data into the databases.
- Verifies accuracy of data by checking data entry and reviewing questionnaire forms for accuracy and completion.
- Assists researchers in retrieving information from the databases and other multiple data sources.
- Provides research and management reports as requested.
- Assists with the management of the web-based survey tools and other injury surveillance tools to ensure follow-up by subjects.

### **Qualifications**

- Associate Degree preferred. Experience within clinically appropriate systems of care may be accepted in lieu of educational minimums.
- 2-3 years in data entry required.
- TBI experience preferred.
- Prior experience within the DoD/VA systems of care strongly preferred.
- Proficiency with computers, Microsoft Office suite, data entry, spreadsheet/database use to include use of SPSS (statistical package for social sciences) required.
- Knowledge of web-based survey tools and other surveillance tools and databases.
- Excellent interpersonal and communication skills, analytical skills and ability to interact with people of all levels required.
- Ability to take initiative in making corrections and updates as needed.
- Must adhere to legal, professional and ethical codes

**Rate:** Depends upon experience (TBD)

## **PROJECT RELATED COMPETENCIES SOLUTION DEVELOPMENT AND DELIVERY**

- Assists in physical and logical database design.
- Understands technical and functional design requirements.
- Creates prototypes for client engagements.
- Designs, codes, and tests technical solutions.
- Identifies system deficiencies and recommends solutions.

## **PROJECT EXECUTION**

- Assists in enforcement of development deadlines and schedules.
- Understands the necessity of and contributes to coding standards.
- Develops internal and external meeting objectives and agendas.

- Prioritizes multiple tasks effectively.

#### **PROFESSIONAL QUALITIES**

- Displays a positive attitude.
- Demonstrates flexibility in day-to-day work.
- Sets high standards of performance for oneself.

#### **TEAMWORK**

- Establishes harmonious working relationships with team members.
- Appreciates each team member's contributions and values each individual member.

#### **CLIENT MANAGEMENT**

- Values internal and external clients and responds to their needs as they arise.
- Establishes effective working relationship with clients.
- Follows established communication guidelines.
- Uses good judgment in what and how to communicate with clients.

#### **ORGANIZATIONAL RESPONSIBILITIES**

#### **PROFESSIONAL DEVELOPMENT**

- Understands the professional development process and becomes actively involved by setting challenging goals and meeting them through continuous learning.
- Seeks input from mentors and supervisors.
- Actively applies feedback received to day-to-day work and strives to improve performance.

#### **INTERNAL OPERATIONS**

- Accurately completes and submits time and expense reports in a timely manner
- Accurately completes and submits status reports in a timely manner.
- Complies with all company policies and procedures.