

## Data Assistant

Health Brigade (HB), formerly Fan Free Clinic is seeking a full-time Data Assistant. The Data Assistant will provide support to quality improvement, data, and finance operations. Their responsibilities involve data entry, coordinating with different departments to gather data, maintaining, and updating databases, processing, and organizing a variety of documentation, preparing reports, and other data needs as appropriate.

The Data Assistant will provide additional support for a variety of projects and requests as needed by the operations team. This could include and is not limited to, creating spreadsheets for tracking and data work, transfer data from hard copy to digital databases, verifying and correcting data as needed across platforms.

## EMPLOYMENT QUALIFICATIONS

- High School diploma or equivalent. Bachelors preferred
- Knowledge of Microsoft Office with **intermediate** knowledge of Excel
- Knowledge and comfort with Electronic Medical Records
- Preferred experience with QuickBooks and Microsoft Access
- Attention to detail
- Strong organizational skills
- Ability to work independently and on a team

## Compensation

Compensation is \$16.00/hour plus benefits, generous PTO and holiday schedule, flexible work environment

## To Apply:

Email resume and cover letter to: Polly Foster [pfoster@healthbrigade.org](mailto:pfoster@healthbrigade.org). No phone calls please.

Application will be accepted through January 31, 2022

HEALTH BRIGADE IS PROUD TO BE AN INCLUSIVE ORGANIZATION

*Workplace health and safety are paramount at Health Brigade. We serve many patients and clients with compromised immune systems. Our commitment to them and to each other is to ensure we take our own health seriously and never place others at risk for illnesses we may be spreading with or without symptoms. Therefore, it is **mandatory for those working** at Health Brigade that you provide verification of the following prior to your first day at Health Brigade:*

- *Verification of last flu vaccine*
- *Verification of TB screening within the past 12 months*
- *Verification of COVID vaccine*

*If you are offered a position as an employee, and you have not met the health requirements, a consult with Health Brigade's Medical Director will be required to develop a plan toward adherence. This may result in delay of your planned start date for service.*