



# Ninilchik Traditional Council

P.O. Box 39070

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[www.ninilchiktribe-nsn.gov](http://www.ninilchiktribe-nsn.gov)

## COVID-19 DATA MANAGEMENT SPECIALIST VACANCY ANNOUNCEMENT

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**ANNOUNCEMENT DATE:** August 24, 2020  
**POSITION TITLE:** Data Management Specialist  
**POSITION TYPE:** Full Time/Permanent  
Depending on Funding

**CLOSING DATE:** When Filled  
**POSITION BEGINS:** When Filled  
**SALARY:** DOE

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### **POSITION SUMMARY:**

To address the increased need due to COVID-19, this position will provide expert data input, review and report submission according to the COVID-19 guidelines.

### **ESSENTIAL FUNCTIONS:**

1. COVID-19 Testing: data collection, recording, and reporting is the main function for this position at the Ninilchik Traditional Council Community Clinic (NTCCC).
2. Data entry and review of related information for the COVID-19 testing at the NTCCC.
3. Extrapolate and submit COVID-19 testing data reports for state and federal agencies.
4. Assist COVID-19 testing staff with data collection assuring the data is entered into the system in a timely manner.
5. Create, develop, and nurture culturally appropriate interactions and connections with staff and the community.
6. Maintain compliance with applicable laws such as client confidentiality, Americans with Disabilities Act, Workers' Compensation, abuse reporting, principles of consent, and advanced medical directives.
7. Collaborate with team members to establish best practice for COVID-19 testing.
8. Integrate factors related to quality, safety, efficiency, and cost effectiveness in planning, delivering, monitoring and evaluating the test data while promoting the most effective and efficient use of human and financial resources.
9. Utilize client-based tracking system or clinical databases to track, monitor and assure the appropriate reporting of data.
10. Communications & Teamwork: Share and receive information, opinions, concerns, and feedback in a supportive and confidential manner.
11. Work collaboratively by building bridges and creating rapport with team members within the clinic and across the organization.
12. Work with appropriate computer-based software and office equipment, including data entry for electronic health records (EHR).
13. Maintain good personal hygiene practices.
14. Other duties as assigned or directed by the NTC Tribal Health Director.

## **WORKFORCE DEVELOPMENT SKILLS & ABILITIES:**

1. Implements and evaluates processing of data for recording and reporting.
2. Seeks out additional learning opportunities to continue to develop the technical and professional skills needed now and in the future.
3. Takes responsibility for all work activities and personal actions by following through on commitments.
4. Provides appropriate follow-up to data reporting submissions as directed or per established guidelines.
5. Knowledge of the scope of data that is necessary to enter, secure, and report.
6. Knowledge of quality management and improvement processes.
7. Proficiency in the use of appropriate computer-based software and office equipment.
8. Knowledge of 1974 Privacy Act is required as use of customer-owner record is an integral part of the position and privacy of individuals must be protected to the fullest.
9. Ability to participate in a multidisciplinary clinical team.
10. Improvement & Innovation: Makes meaningful improvement to services, program, and processes and/or organizational effectiveness.
11. Knowledge of clinical quality improvement models and process.

## **STATEMENT OF QUALIFICATIONS:**

- Must be 18 years of age or older
- Must have very strong computer skills.
- Must be able to type 40 wpm and have excellent accuracy.
- Must pass through a criminal background check with acceptable standards of character.
- Must pass pre-employment drug test and will be subject to ongoing testing in accordance with NTC policies and procedures.
- Be available to travel and attend pertinent trainings/seminars/meetings as required and as the budget allows.
- NTCCC was established with a purpose of serving a primary population comprised of Alaska Natives and American Indians within the NTC geographical service area. Employees should have a thorough understanding of the cultures and the needs of the members, and of the general culture and needs of Alaska Natives and American Indians.

## **INDIAN PREFERENCE:**

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required

## **OTHER:**

This position will be under the direct supervision of the NTC Tribal Health Director. All NTC positions are subject to, and under the direct authority, of the NTC Policies and Procedures. NTC is an alcohol and drug- free workplace and employees are required to submit to alcohol and drug testing. All NTC positions of employment are subject to the availability of funds.

## **APPLICATIONS:**

Applications are available at the Ninilchik Traditional Council Administration office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at [www.ninilchiktribe-nsn.gov](http://www.ninilchiktribe-nsn.gov)  
Applicants must submit a **complete** NTC Application for Employment as well as a personal resume.

Contact Information:      Ninilchik Traditional Council  
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