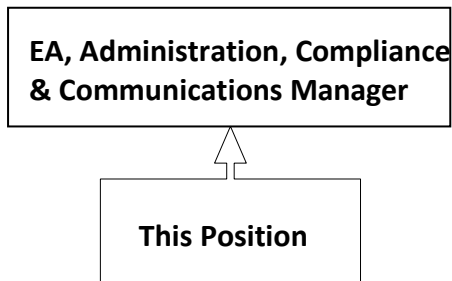




## Job Description

<b>Job Title</b>	<b>Data Entry Worker</b>
<b>Location</b>	<b>Cyrenian House Non-residential Services</b>
<b>Award Status</b>	<b>Cyrenian House Enterprise Agreement 2012-2016</b>
<b>Classification</b>	<b>Level 2 - 3</b>

### Reporting Relationships



### Job Function

The Data Entry Worker performs duties that include the collection and input of consumer information and data into the Service Information Management System (SIMS). With a primary focus on data entry and management, record keeping, document control, support and training, the Data Entry Worker will possess strong organisational and time management skills, together with well- established work practices and a keen eye for detail.

## **Duties and Responsibilities**

### **General**

- Support promote and work in accordance with the Vision, Mission and Values of Cyrenian House.
- Participate as a valued team member promoting and contributing to a supportive team environment and compliance with Equal Employment Opportunity Legislation to create a workplace free from harassment and discrimination.
- Participate in staff meetings, supervision, training sessions and planning workshops.
- Contribute to Cyrenian House continuous quality improvement processes.
- Work in accordance with Cyrenian House Code of Conduct.
- Be responsible for personal health and safety in the workplace and for complying with all Cyrenian House occupational safety and health policies and procedures, promoting and maintaining a safe and secure environment.
- Contribute to and promote the implementation of the Standards on Culturally Secure Practice.
- Other duties as required.

### **Data Entry and Calendar Management**

- Record data to comply with the Alcohol and Other Drug Treatment Services National Minimum Data Set reporting requirements.
- Review and enter the detailed consumer information into the Service Information Management System (SIMS) data base promptly, efficiently and with accuracy.
- Ensure all consumers details, episodes, occasions, programs, exits and closures are entered as per the Mental Health Commission (MHC) data entry guidelines.
- Upon commencement of employment of all new clinicians, book reoccurring weekly structured sessions for counselling, assessments, education groups and meetings into individuals SIMS calendars.

### **Consumer File Management**

- Complete regular file audits as per compliance requirements and organisational policy.
- Prepare files for transfer to all residential services.
- Maintain a track on all consumer files ensuring all files are returned to NRS following completion of a residential program.
- Ensure files moving to and from a residential service to NRS are recorded accurately in the “location” section of the SIMS data base.
- Order new files and dividers and make up new consumer files. with all required.
- Maintain confidentiality at all times.

### **Reporting and Compliance**

- Ensure fortnightly “700” reports are emailed to NRS clinicians addressing file closures required for that period of time
- Ensure the “701” Dynamic Report is run weekly and programs closed as required.
- Assist in preparation for quality system audits and reviews.
- Ensure a summary of volunteer hours completed each month is sent through to the Volunteer Program Manager and the Managers of Non-residential Services.

### **Document support**

- Organise printing of all SIMS documentation corresponding with the correct colour coding, ensuring forms are always available for consumers and clinicians as required.
- Organise and file documentation as required.
- Prepare correspondence, reports, spreadsheets, and presentations as directed.

- Prepare letters for consumers regarding their attendance for court related matters when clinical team members are unavailable.

### **Support and Training**

- Set up new service clinicians with a SIMS login through liaison with the MHC's SIMS Systems Support Officer.
- Upon commencement of employment provide a comprehensive training session to all clinical team members on SIMS requirements and completion of documentation.
- Provide continued support to the clinical team on all SIMS matters and assist with any technical issues they may have with the SIMS data base.
- Develop and frequently update a "quick guide" to SIMS data entry for all clinicians to reference.

### **Service Representation and Liaison**

- Develop and maintain a professional and effective working relationship with the SIMS Systems Support Officer of MHC.
- Ensure all requests for program closures etc. from the MHC are attended to in a prompt manner.
- Inform the SIMS Systems Support Officer of MHC of any system technical issues as they arise.

## **Selection Criteria**

### **Essential competencies and experience**

- Solid computer skills and experience in data entry.
- High level oral, written and interpersonal communication skills.
- Strong organisational and time management skills with the ability to maintain professional boundaries.
- Proficient with computer operations with Intermediate knowledge of Microsoft products.
- Ability to set up and manage paper, electronic filing and data management systems while maintaining a good understanding of office procedures and systems.
- Ability to understand and follow instructions and procedures quickly.
- Able to provide great attention to detail, limiting data entry errors.
- Capable of adhering to quality standards and compliance requirements.
- Ability to work as part of a team.
- Current driver's license and reliable vehicle.
- Current Police Clearance Certificate
- Full Work Rights