

## Data Entry Assistant ARCH Clinic

Program Position:	Data Entry Assistant, ARCH Medical Clinic
Position Summary and Responsibilities:	Responsible for assisting the ARCH Medical Clinic on transferring data and information for HIV+ and Transgender participants to electronic health records using the OCASE system.*
Skills Required:	<ul style="list-style-type: none"> <li>• Accuracy of information and attention to detail.</li> <li>• Computer experience and asset.</li> <li>• Ability to work independently or in a team setting. Ability to problem solve. Ability to work with different personality types.</li> </ul>
Training:	HIV/AIDS 101, Harm Reduction, Hepatitis C and Anti-Oppression Ontario Accessibility Standards Training – Serve-Ability Violence in the Workplace, Workplace Harassment
Time Commitment:	Minimum 3.5 hours per week
Supervision:	<p>Contact: Kimberly Paton, Coordinator of Administrative and Volunteer Operations; <a href="mailto:volunteer@archquelfh.ca">volunteer@archquelfh.ca</a> · 519 763-2255 Ext. 128</p> <p>Clinic Supervisor: Lorianne Schaus <a href="mailto:admin@archquelfh.ca">admin@archquelfh.ca</a> · 519 780-5298 Ext. 140</p>
Benefits:	<ul style="list-style-type: none"> <li>• For those looking to gain experience in the field of medicine, an opportunity to work in a clinical environment with insight into the community services sector.</li> <li>• Build upon existing skills to gain valuable work experience.</li> <li>• Possibility of additional responsibilities working with Clinic Coordinator or Clinic Doctors.</li> <li>• Work in a fun environment with great people and the opportunity to make a difference.</li> </ul>
Other:	<p>*The Ontario Community-Based AIDS Service and Evaluation (OCASE) system is a client records management tool currently used by the 32 dedicated AIDS service organizations in Ontario.</p> <p>OCASE stores information about all of the services accessed by clients in Ontario. The agencies use OCASE to capture data at the individual level for each client. This includes the type of support service or practical assistance that the client has accessed.</p>

