

Subject: Position Description: Data Entry/FitnessTrainer/Outreach Grade 7 / \$22.19-\$28.85	REFERENCE
Supervised by: Blackfeet Tribal Health Diabetes Director DEPARTMENT: Blackfeet Tribal Health Diabetes Program	PAGE: 1 OF: 2
APPROVED BY:	EFFECTIVE:
	REVISED:

**SUMMARY:**

Under the supervision of the Blackfeet Tribal Health Program (BTHDP) Director, the Fitness Trainer/Outreach/Data Tech will collect and enter all EHR data in our databases, maintain accurate records of valuable program information, and develop and provide monthly reports. They will collaborate with co-workers, other Tribal Health System programs and IHS Diabetes Program to collect all information for EHR data entry. They will fill in for Fitness Trainer/Outreach when needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Collect and enter data in EHR and maintaining accurate records of valuable program information
- Check source data to verify completeness and accuracy
- Analyze and interpret complex EHR data sets and provide data-related support to other departments
- Ensure EHR data integrity by cleaning and structuring large data sets
- Identify and correct data entry errors using appropriate quality control methods
- Design, maintain and manage EHR data systems and databases; this includes fixing coding errors and other data-related problems
- Mine EHR data from primary and secondary sources
- Protect the program's data and uphold confidentiality
- Conduct regular audits to ensure data is accurate, complete, and conforms to standards
- Assist in developing strategies and procedures for EHR data security, management, and compliance
- Interpret and analyze EHR data problems and provide ongoing reports
- Collaborate with team members and management to prioritize business and information needs
- Collaboration with multiple community entities to provide services catered to specific age groups and multiple fitness styles
- Maintain strong relationships with community leaders and stakeholders to ensure the organization's presence and visibility in the community through effective resources such as community forums, social media, ect.
- Responsible for creating, implementing, and overseeing outreach strategies to increase awareness about the organization's services, programs, or initiatives

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- Ability to organize and coordinate community events that promote the organization's mission, using exceptional planning and organizational skills
- Proficiency in Microsoft Office applications, examples include Microsoft Word, Excel, and more.
- Must also have the ability to maintain a high level of confidentiality since he/she is expected to handle a wide array of data, ranging from public to private data. Therefore, he/she must safeguard customers' information except in extreme cases.
- Designs and implements a wide range of fitness and conditioning programs for patients: designs customized plans to meet individual needs
- Counsels and advises patient on conditioning and training matters.
- Supervises safety factors of patient competition by ensuring elimination of undue hazards.
- Assists with organizing and implementing classes for patient teaching.
- Provides basic health surveillance to client's blood pressure, glucose testing, weight awareness, need for exercise.
- Consults with physician and carries out delegated medical orders,
- Participates in health promotion/disease prevention activities.
- Assists in the coordination of community based exercise/fitness activities and events.
- Performs miscellaneous job-related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Ability to react calmly and effectively in emergency situations
- Proven data entry work experience
- Experience with MS Office and data programs
- Familiarity with office duties
- Experience using office equipment, like fax machine, printer, laminator
- Attention to detail
- Confidentiality
- Organization skills, with an ability to stay focused on assigned tasks
- Ability to communicate technical information to non-technical personnel.
- Record maintenance skills