

**CARE NET OF DANE COUNTY
POSITION DESCRIPTION**

JOB TITLE

- **Title:** Data Coordinator
- Reports To: Patient Services Director
- Date Analyzed: March 2025
- Hours: 12 hours/week

JOB FUNCTION

The Data Coordinator is responsible for collecting, verifying for accuracy, updating, and resolving discrepancies in data. You will prepare and track the organization's weekly, monthly, and annual reporting. This position is an essential team member, helping us track and stay focused on goals as we grow and serve our community.

DUTIES & RESPONSIBILITIES – ESSENTIAL FUNCTION OF JOB

- A. Ability to pull, clean, and transfer data from online databases without duplication and errors in the time frame needed. Solid understanding and use of Excel required.
- B. Ensure all weekly, monthly, and annual reports are completed in a timely manner.
- C. Maintain an understanding of clinic operations as they pertain to reporting. As clinic operations change, be comfortable making suggestions to report and track data that will help grow the ministry.
- D. Complete data for annual surveys required from various outside organizations.
- E. Assists with scanning patient forms, charts, and documents and uploads them to Electronic Medical Records Database.

POSITION SPECIFICATIONS

- A. Proficiency with Microsoft Suite, including but not limited to Excel, SharePoint, Forms. Experience with Power Automate is a plus.
- B. Two years' experience with data analysis preferred.
- C. Comfortable interacting with multiple department heads.
- D. Comfortable creating and explaining new reports.
- E. High attention to detail and ability to maintain confidentiality.
- F. Able to multitask.
- G. Must show evidence of a personal relationship with Jesus Christ and demonstrate a strong Christian life
- H. Must agree with and sign Care Net's Statements of Mission, Vision and Faith, Principles, Values, and Confidentiality

- I. Attend church on a regular basis
- J. Dependent on Holy Spirit “Not by might, nor by power, but by My Spirit, says the Lord”
Zech 4:6