



## POSITION DESCRIPTION

*STARTTS is committed to Equal Employment Opportunity (EEO) and anti-discrimination policies.*

**POSITION NUMBER: 1089-1**

**Date reviewed/created:** November 2022

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**POSITION TITLE: Group and Research Data Entry Officer**

**TEAM:** Health Information Services

**LOCATION:** Carramar

**AGREEMENT:** "NSW (Non-Declared) Affiliated Health Organisations' Health Employees Agreement 2019".

**CLASSIFICATION:** Administrative Officer Level 3. A generous salary packaging scheme is also offered.

**PERIOD OF APPRAISAL:** Performance will be assessed within 3 months of commencement and a 6 month probationary/qualifying period will also apply.

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### Background to STARTTS

STARTTS is a state-wide service funded by the NSW Department of Health and Commonwealth Department of Health to provide high quality assessment, treatment and rehabilitation services to people living in NSW who have experienced organised violence or trauma associated with the refugee experience. STARTTS is an Affiliated Health Organisation (AHO), a Non-Government Organisation whose services are deemed to be part of the NSW public health system.

STARTTS' service provision philosophy is predicated on a bio-psycho-social framework that incorporates a large range of clinical and psycho-social interventions informed by the latest advances in neuroscience and evidence based practice in relevant fields. As such, STARTTS provides a broad range of services including assessment; counselling for all age groups; psychiatric assessment and interventions; family therapy; group interventions; body-focused interventions such as massage, physiotherapy, acupuncture and pain management groups; support groups; programs for children and youth; and various strategies to increase the capacity of support networks and refugee communities to sustain their members.

The focus of the STARTTS' approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths.

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### Background to the Program Area of the position

The Health Information Services team is primarily responsible for ensuring compliance with Commonwealth and State legislative requirements and NSW Health policies concerning the release of client information, client privacy and client record management. The Health Information Services team also provides expertise in extracting, analysing and presenting client data trends to facilitate evidence-based decision-making concerning complex issues encompassing strategic direction, legislative requirements and health information needs, often with essential planning and financial implications.

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### ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: Health Information Services Manager.
2. Responsible for: Nil.

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## **SELECTION CRITERIA:**

### **Essential Criteria:**

1. Well-developed and demonstrated skills in quality data entry.
2. Experience in using computerised record information systems and Microsoft Office programs.
3. Demonstrated attention to detail.
4. Proven organisational skills and the ability to meet deadlines, with limited supervision.
5. Proven understanding of confidentiality and information privacy.
6. Excellent oral, written and interpersonal communication skills and proficiency in the use of Microsoft Office and customer service skills.
7. Ability to work independently and as part of a multidisciplinary team within a multicultural environment.
8. Knowledge of WHS principles.

### **Desirable Criteria:**

1. Current NSW Driver's Licence and ability to undertake reasonable travel to complete duties of the role.

\*This position is not considered child-related employment and will require a National Police Check.

### **COVID -19 REQUIREMENTS**

\*In line with the Public Health Order, all STARTTS workers are considered Health Workers and are required to be vaccinated against COVID-19. In order to be eligible for consideration for employment with STARTTS, all recruits must provide evidence of vaccination against COVID-19, or alternatively provide a Medical Contraindication in the approved form which complies with the requirements of the Public Health Order, prior to appointment. Should you not be able to comply before your commencement date, the offer of employment may be withdrawn.

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## **BRIEF DESCRIPTION OF ROLE**

The Group and Research Data Entry Officer is responsible for the timely and accurate data entry of group data in CAREHR (STARTTS Client Information System), data entry into the Department of Social Services (DSS) DEX database, and other relevant research and clinical data into corresponding databases. This position will report to the Health Information Services Manager and will work closely with the other members of the Health Information Services team. This position will also need to liaise with other staff running groups, and the Clinical Services and Research Coordinator.

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## **PRIMARY OBJECTIVES:**

1. Enter, monitor and keep track of relevant group data into CAREHR.
2. Support the weekly group record auditing process.
3. Enter relevant data into DSS DEX database.
4. Enter relevant clinical and research data into the corresponding databases.

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## **PRIMARY DUTIES:**

### **1. CAREHR Data Entry and Monitoring**

- 1.1. Register MRNs for all STARTTS groups.
- 1.2. Enter group intake data into CAREHR for all groups run by STARTTS staff.

- 1.3. Ensure all group attendees are added to their relevant groups in a timely manner, so the relevant staff can mark their attendance.
- 1.4. Enter WHO-5 data for the Community Development (CD) Team, Rural and Regional CD Team and Youth Team.
- 1.5. Assist with weekly group record auditing process, by documenting when group proposal forms and group intake forms are received and entered.

## **2. DEX Data Entry**

- 2.1. Enter SCORE and case data for Communities for Children funded Early Childhood Program into the DSS DEX database.

## **3. Clinical and Research Data Entry**

- 3.1. Enter clinical group evaluation data in the corresponding database as directed by the Clinical Services and Research Coordinator.
- 3.2. Enter relevant research data for allocated clinical research projects as required by the Clinical Services and Research Coordinator or Research Team Leader.
- 3.3. Enter in backlog in early childhood data in the corresponding database as directed by the Clinical Services and Research Coordinator.

## **4. Personnel**

- 4.1. Participate in STARTTS Performance Management program and in the development of an annual Work Plan.
- 4.2. Be an active participant in team meetings to maximise contribution to the work of the team.
- 4.3. Participate in STARTTS staff meetings, team meetings and other relevant meetings.
- 4.4. Work to ensure professional and co-operative working relationships within own team and with other departments across STARTTS.
- 4.5. Participate in identifying quality improvement initiatives/strategies.
- 4.6. Attend and participate in all training opportunities identified for the role.
- 4.7. Liaise with and seek senior advice as required.

## **5. As a STARTTS employee you are expected to:**

- Have commitment to Human Rights, EEO, WHS and Safe Work Practices.
- Carry out the role and responsibilities in a manner that is consistent with delegations, policies, procedures and operations systems of STARTTS and in line with STARTTS Code of Conduct.
- Maintain confidentiality and exercise discretion in relation to all STARTTS matters.
- Actively seek to improve skills and knowledge that will benefit the organisation.
- Project a professional image at all times and in all situations.
- Undertake any other duties that may be required within the area of work.

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## **Equal Employment Opportunity and Staff Relationships:**

- STARTTS is an Equal Employment Opportunity (EEO) employer and encompasses its philosophy and practice.
  - STARTTS rejects racism and sexism in all its forms and is committed to the elimination of racial and gender discrimination including direct and indirect racism and sexism, racial vilification, and harassment.
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## STARTTS Workplace Policies

You must observe and comply with the provisions set out in any and all written policy, practice or procedure of STARTTS. A breach of STARTTS' policies, practices and procedures may result in disciplinary action up to and including termination of your employment.

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### Work Health & Safety responsibilities:

- Comply with STARTTS WHS policies and procedures.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report to your Supervisor any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work.

**Risk management responsibilities:** All staff have a responsibility to identify any risks (ie the chance of something happening that will have an impact on the objectives of the organisation) in the course of their work and to inform their supervisor, as per the *STARTTS Risk Management Policy and Program*.

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### Smoke-free Workplace

STARTTS is completely smoke-free. This means that smoking is not allowed in any STARTTS' buildings, vehicles or grounds, there are no designated smoking areas. As an employee you are required to comply with the 'Non-smoking' Policy.

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I have read the **Group and Research Data Entry Officer** Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with STARTTS' policies and procedures and can be required to work in any location under the jurisdiction of STARTTS.

I also agree to strictly observe STARTTS' policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

**Employee Name:** \_\_\_\_\_  
*Please print*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER: Jorge Aroche**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Next position description review due: November 2024**