



**POSITION TITLE:** COVID Vaccine Data Entry Clerk

**SALARY RANGE:** \$15.00 per hour (35 hrs/weekly) (Temp Services)

**DEPARTMENT:** Health and Community Wellness

**REQUIREMENT:** Applicants must be City of Newark Residents.

**SEND COVER LETTER & RESUME TO:** [williamss@ci.newark.nj.us](mailto:williamss@ci.newark.nj.us) [chuene@ci.newark.nj.us](mailto:chuene@ci.newark.nj.us)

[arringtona@ci.newark.nj.us](mailto:arringtona@ci.newark.nj.us) [cabreraw@ci.newark.nj.us](mailto:cabreraw@ci.newark.nj.us)

**SUMMARY:**

**This position would look to zoom interview and start as soon as possible!**

City of Newark, Department of Health and Community Wellness/Mary Eliza Mahoney Health Center(s) is looking to hire several data entry staff members. These individual will be assisting by inputting the data collected from the New Jersey Immunization Information System. "NJIIIS", Consent to Participate Forms (Copy of which is attached) from the mass influenza clinic, which is a public health program.

**JOB DESCRIPTION:**

- Successfully complete virtual training for New Jersey Immunization Information System (Access and Enrollment will be provided by City of Newark)
- Attend in house, Orientation, HIPAA Training and Sign Confidentiality Agreement (Day and time to be determined)
- Work a consistent minimum of 17 hours
- Report daily results to designated supervisor
- Attend one hour a week zoom meetings to stay sharp and up to date through continual dialogue with Team Lead.

**SKILLS/QUALIFICATIONS:**

- Top-notch computer skills.
- Typing 45 word per minute
- Attention to detail and data inputting accuracy
- Ability to work unsupervised and with team
- Ability to problem solve
- Self-motivated
- Fluency in Spanish language is a plus