



Position Title: Survey Input Administrator

Number of Positions Available: 1

Purpose: Transfer VFQ-25 client survey data to a digital format to support the ability to report on and analyze client outcomes.

Location: Cleveland Sight Center, 1909 E. 101st Street, Cleveland, OH 44106

Key Responsibilities:

- Search scanned copies of client surveys in medical record system. Enter response data using online computer program.
- Communicate progress with Placement Coordinator.
- Other relevant duties as assigned.

Qualifications:

- Detail oriented with strong organizational skills.
- Computer skills including searching, uploading, and data entry.
- Willingness to collaborate with CSC staff or work autonomously as needed.
- Committed adherence to HIPAA.
- Past experience managing HIPAA or related private client information preferred.

Commitment:

- 2-3 hours weekly throughout the duration of the project

Age Requirement: 16 +

Dress Code: Business Casual

Training:

- Volunteer Orientation at Cleveland Sight Center.

Volunteer Signature: _____

Supervisor Signature: _____

Volunteer Manager Signature: _____