



Position	HIV Surveillance Data Manager	Department	STD/HIV Program - Surveillance
Supervisor	HIV Surveillance Supervisor – Data Analyst	Location	New Orleans, LA

1. Position Summary:

The HIV Surveillance Data Manager is responsible for management of HIV surveillance and laboratory databases. Duties include: data management of HIV surveillance databases; quality assurance; database linking; deduplication of cases across states; data analysis; participation in national projects; monitoring data for grant objectives.

2. Minimum Qualifications:

Bachelor’s Degree in Public Health, Epidemiology or related fields and two years of relevant experience. Superior verbal and written communication skills is required. Superior data management skills, proficient in Microsoft Office Suite. Ability to work with people of diverse lifestyles is required.

Preferred: Master’s degree in Public Health, Biostatistics, Epidemiology or related field. Experience with HIV or other infectious disease data. Experience with SAS or ArcGIS.

Position Responsibilities:

50%	Data management of HIV surveillance and laboratory databases
15%	Deduplication of cases
10%	Communication with the HIV staff
10%	Quality assurance
10%	Data analysis and production of reports
5%	Other duties as assigned

3. Conditions of Employment:

- Complete initial background check and drug screening.
- Participates in random drug screenings.
- Adhere to all related agency and regulatory requirements, including HIPPA.
- Adhere to AcadianaCares policies and procedures.
- Adhere to schedule and time management demands.
- Maintain objectivity in assessing situations and proposing solutions.
- Complete required agency, program, and software training.
- Maintain continuing education requirements.
- Attend staff meetings unless excused.



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4. Approximate Work Time Distribution

Position is considered full-time with a minimum of 40 hours of work per week.

5. General Work Environment

Approximately 90% of work shall be completed in an office setting. Periods of standing, sitting, using computers, scanning documents, talking on the phone, interacting with related agency representatives, and interacting with potential clients is expected.

Ability to move about the work location, with or without assistance, is required.

Some local and statewide travel is required. Up to 10% of work time may be spent travelling off campus or spent working before or after posted office hours and on weekends, including on-call assignments.