



Data Management Assistant– Temporary Position

The NYC Elder Abuse Center (NYCEAC) is seeking an organized, detail-oriented and motivated individual to join our team in the position of **Data Management Assistant – Temporary** for the time period: *Immediate – September 30, 2015 (estimated)*.

The NYC Elder Abuse Center

Through its partners and programs, the NYC Elder Abuse Center (NYCEAC) seeks to prevent abuse, and assists people 60 and over who are abused or at risk of abuse – as well as their family members, friends, caregivers, and witnesses – by helping to improve how professionals, organizations and systems respond to their needs.

Data Collection and Entry Role

One of NYCEAC's many projects is the Enhanced Multidisciplinary Team (EMDT), a collaborative effort by a diverse array of New York City and non-profit agencies to respond to complex cases of elder abuse. Professionals from these agencies discuss individual cases and craft innovative, effective interventions to protect an elder's physical, emotional and financial well-being. More information about the EMDT can be found here: <http://nyceac.com/enhanced-manhattan-multidisciplinary-team-emdt/>.

Collecting data related to these cases is critical to understanding the work of the EMDT. Responsibilities of the **Data Management Assistant** will include:

- Communicating with elder justice professionals via phone and email regarding confidential, sensitive information related to current and prior cases of elder abuse.
- Creating and executing plans for the time-sensitive tracking of case information.
- Entering case information into an online database.

The ideal candidate has strong communication skills, is computer literate, organized, courteous, efficient, a self-starter and effective at seeing projects through to completion.

Compensation

This position will be compensated at a rate of \$15/hour for up to 35 hours/week. The position will start ASAP and continue through the end of the data collection period (approximately end of September 2015). Benefits are not included.

Application Process

Interested candidates should send a cover letter and resume to: szd3001@med.cornell.edu.