



Hawkeye Area
Community Action Program, Inc.

*“Helping people develop the skills necessary to become
successful and build strong communities.”*

Health Alliance Data Entry Volunteer

Number of Volunteers: 1

Commitment: 10-20 hrs/week

Schedule: Flexible anytime between M-F, 8:00am - 5:00pm

Location(s): Linn County (Hiawatha, Cedar Rapids)

Goal:

The Health Alliance Data Entry Volunteer supports HACAP’s Health Alliance program by providing information input that supports the importance of meeting health and nutritional needs during critical times of developmental growth. Specific tasks include: entering of computer data entry and filing of paperwork. Onsite job training is provided.

Expectations:

- Volunteers should support HACAP’s mission to build strong communities by helping to ensure the success of clients enrolled in our Family and Community Health Alliance programs.
- Volunteers must be at least 18 years of age.
- Ensure Confidentiality of any information concerning an employee, client, family, financial condition or personal peculiarities in strictly maintained.

Qualifications:

- Understanding of basic computer knowledge.
- Previous use of data systems entry
- Ability to read and write and work well with other staff members.