



# Confidentiality Researcher

## Volunteer Position Description

### *Position & Responsibilities*

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#### **Role Summary**

Client confidentiality is one of the most important parts of direct service ethics. Tubman services and programs fall under two main confidentiality umbrellas: HIPAA and VAWA (34 U.S.C. 12291(b)(2)).

This is a two phase project. The volunteer can limit their involvement to Phase I if that best suits their interest and availability. At the end of Phase I, the supervisor and volunteer can assess the volunteer's interest and capacity to continue with Phase II.

In Phase I, the Confidentiality Researcher will research all confidentiality laws and regulations, review confidentiality provisions in Tubman grant agreements and contracts, and determine how they apply to Tubman. The Confidentiality Researcher may also assess Tubman's current confidentiality practices.

Phase II will focus on making recommendations about confidentiality process and procedures for all Tubman programs and services, including technology. This will include updating or developing policies, communicating with program staff and developing training.

Work is largely remote but may involve some meetings on site at our Minneapolis location.

#### **Impact & Benefits**

- Be part of creating a welcoming and safe environment for all at Tubman.
- Assure confidentiality for all clients.

#### **Position Responsibilities**

- Phase I: Research current client confidentiality/privacy laws, Tubman grant agreements and contracts and identify requirements applicable to Tubman
- Phase I: Review current Tubman confidentiality/privacy practices
- Phase I: Present information about results and conclusions to supervisor and other staff in a format agreed to with the supervisor
- Phase II: Update and develop policies based on Phase I information
- Phase II: Communicate privacy policies and expectations to program leaders
- Phase II: Develop confidentiality/privacy training for Tubman staff

### *Qualifications & Expectations*

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#### **Position Qualifications:**

- Ability to research and interpret laws and regulations
- Excellent organizational skills, attention to detail, and follow-through
- Ability to work independently and to collaborate with a team
- Demonstrated ability to maintain appropriate boundaries and confidentiality
- Understand and work from Tubman's values and approaches to serving people experiencing trauma
- Ability to work with diverse teams and clients to foster a culturally inclusive environment that values people's identities and multiple dimensions of diversity and experience
- Experience with Microsoft Office suite including Word, Excel, and PowerPoint

#### **Time Commitment & Availability**

- 2-8 hours per week until project is completed

Black, Indigenous, and people of color, multilingual speakers, people of all gender identities, people with disabilities, and veterans are all encouraged to apply.

### **Supervision & Training**

- Supervised by Tubman Data and Evaluation Manager
- Attend Tubman Orientation and on-the-job training



### *Organization*

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Tubman offers safety, hope, and healing to people of all ages, genders, and cultural backgrounds who are facing relationship violence, sexual assault, exploitation, homelessness, addiction, mental health challenges, or other forms of trauma. We provide safe shelter and housing, legal services, mental and chemical health services, youth programs, and more. [www.tubman.org](http://www.tubman.org)

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