



**Position:** Administrative Assistant

**Program:** Nurse-Family Partnership Program

**Supervisor:** Office Administrator

**Salary:** \$18.00 per hour (Spanish/Bilingual Skills \$19.00 per hour)

**Requirements:**

- High School Diploma required.
- At least 5 years previous secretarial experience preferred.
- Experience managing multiple projects essential.
- Proficient in word processing.
- Strong interpersonal communication, organizational and writing skills.
- Must be computer literate with some database experience.
- Must have child abuse clearances as mandated by PA Act 33.

**Purpose:**

This position provides clerical support to the Nurse-Family Partnership (NFP) team. It is necessary that this person is knowledgeable of the NFP program and how it functions.

**Job Responsibilities:**

(Additional responsibilities may be determined by Office Administrator)

General:

- Communicates directly and professionally with all internal staff and external customers and providers.
- Maintains confidentiality and always adheres to HIPAA regulations.
- Performs all other duties as assigned.

Provides clerical support for the NFP program staff:

- Enters referrals into FLO database.
- Enters newly enrolled clients into PA HV Database via Family Demographics Forms.
- Enters new infants into PA HV Database via Infant Demographics Form.
- Assembles Grab-and Go Bags for Nurse Home Visitor (NHV); Enrollment, 4 months, 10 months, 18 months, 24 months ASQ Bags, and Feeding Solids Bag.
- Sends letter to Obstetrician-Gynecologist provider at enrollment and Pediatrician or Family Practice Doctor after infant is born.
- Ensures that all forms and materials are printed and available for NHV (if applicable)
- Answers and fields telephone calls as appropriate.
- Converts forms so that they are electronically fillable as requested in both WORD and ADOBE

- Creates and updates NFP forms as needed
- Produces the NFP Quarterly Newsletter.
- Keeps NFP One-Drive folders up to date and organized
- Audits NHV data entry at the completion of each program phase- pregnancy, infancy, toddlerhood

Medical Assistance (MA) Billing:

- Complete prescriptions for clients receiving MA.
- Obtains pediatricians signature on prescription.
- Prepares Home Visit Forms and Registration Worksheets for MA eligible clients.
- Maintains EXCEL spreadsheet with client/baby MA information on password protected file.

Supports Office Administrator:

- Welcomes and directs visitors and clients.
- Monitors NFP and departmental supply levels and keeps supplies in an organized and accessible manner.
- Assists with care and maintenance of equipment and supplies
- Answers telephone for NFP department, answers questions, and directs calls as needed.
- Participates in community outreach activities as needed.
- Submits Cradles to Crayons orders as needed.

**Physical Requirements:**

- Able to sit and drive for lengthy periods of time to visit clients
- Able to carry and move supplies for visits up to 25lbs.
- Will require fine motor skills for typing and writing notes and data entry

*The Foundation for Delaware County TFDC is an Equal Opportunity Employer with a culture of high performance and continuous improvement that values learning and a commitment to quality. We use a supportive and collaborative approach in both our internal operations and throughout our work with the community partners in Delaware County. **Candidate must have all the COVID-19 vaccinations, including the COVID-19 booster by the first day of employment.***

*This position is grant funded and contingent upon grant funding. In the event the grant funding is exhausted, this position may be reduced in hours or eliminated.*

Interested applicants should send a resume and cover letter to:

[HumanResources@delcofoundation.org](mailto:HumanResources@delcofoundation.org)