**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