



# Southwestern CHILD DEVELOPMENT COMMISSION



Excellence in Early Childhood Education  
“Providing Quality Services for Young Children since 1972”

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## **Southwestern Child Development Commission/ Nurse Family Partnership Administrative Assistant/Outreach Coordinator**

### Position Summary (Overview)

The Nurse Family Partnership Program Assistant is a part-time 24 hours/week position providing clerical and programmatic support to the Nurse Family Partnership (NFP) program with the possibility of becoming a fulltime position with the expansion of the program. The Program Assistant reports directly to the Nurse Family Partnership Nursing Supervisor. Responsibilities consist of clerical functions including data entry, record keeping, meeting preparation and general administrative and program support tasks. The person filling the position will be responsible for handling outreach duties with the multiple referral sources and communities organizations within the four counties served by the program. The individual in the role is expected to perform in a team oriented, family friendly environment while handling multiple duties.

### JOB RESPONSIBILITIES:

- Inputs NFP data in a timely and accurate manner into the web-based information system. DMCN if needed, complies with or assists in the compilation of statistical information for special reports.
- Performs program support tasks such as:
- Preparing charts for Nurse Home Visitors for new clients.
- Preparing travel charts for NHV's for upcoming visits with need papers.
- Organizing forms
- Photocopying
- Filing
- Ordering and maintaining program materials and educational handouts.
- Making reminder calls for visits as requested by the supervisor and nurse home visitors.
- Responding to general program inquiries for additional information.
- Recording notes for meetings as assigned by supervisor.
- Mail letters to the care provider of new client
- Coordinates all outreach efforts for the NFP program.

**Performs general functions such as:**

- Distributing Mail
- Typing up any needed minutes or notes.
- Preparing correspondence by email and mail to program partners and constituents.
- Preparing reports and other requested documents
- Utilizes computerized data entry equipment and various word processing spreadsheets and file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary, and summarizes data in preparation of standardized reports.
- Maintains confidentiality and adheres to HIPPA regulations
- Maintains a working knowledge (high level of knowledge) of the Nurse Family Partnership Program
- Maintains rapport with local referring agencies
- .Complies a variety of resources, may participate in community outreach activities such as distributing program brochures, retrieving client referrals as delegated by the supervisor.
- Attends community meetings when asked to promote the Nurse Family Partnership Program.
- Ensure all communications materials are organized, available and accessible for use.
- Corresponds with referral sources monthly to offer additional education and support if needed.
- Maintaining contact with Community Advisory Board and organizes quarterly meeting.
- Organizes graduation ceremony 2 times a year.
- Assists with agency wide events on as needed basis.
- Performs other work as required or assigned by the NFP Nursing Supervisor or by the Administrator.

**Position Qualifications**

- High School diploma required, an associate's degree in a related field required. Office experience preferred.
- Proficiency with MS Office products (specifically Word, Publisher and Excel)
- Excellent oral and written communication skills.
- Ability to work in a fast paced environment handling multiple tasks at one time.
- Must have a valid driver's license and reliable transportation.
- Must be able to speak to groups when required.