



Job Description

Job Title: Nurse Family Partnership – Data Entry Clerk

Department: MCH – Nurse Family Partnership

Location: Gainesville and Ocala

Employment Type: Full-Time

Salary: \$33,000 - \$35,000; plus benefits

Posting Closes: Open until filled

Apply: <https://tinyurl.com/WF1027>



Purpose

This position provides clerical, data entry, and general support to the Nurse-Family Partnership program. Although keyboard skills are essential, they are generally balanced by knowledge of Nurse-Family Partnership. Assignments are specific; work is reviewed upon completion. The position reports to the NFP nurse supervisor.

Essential Responsibilities and Duties:

- First point of contact for incoming inquiries about the program.
- Triage and processes incoming client referrals.
- Assists in community outreach activities, such as distributing brochures and retrieving client referrals. Establishes and maintains a positive relationship with local referring agencies and other community resources for clients.
- Prepares updates for Community Advisory Board meetings.
- Manage and organize client graduation events, and other agency-wide events as needed.
- Arranges travel and training logistics for NFP team.
- Inputs Nurse-Family Partnership data in a timely and accurate manner into the web-based information system; complies with or assists in the compilation of statistical information for both specialized and standard reports and other documents.
- Performs program support tasks such as organizes forms; photocopies; coordinating meetings and recording notes; sort, route, and distributes mail; makes reminder calls for visits as requested by the nurse supervisor and nurse home visitors.
- Compiles and places orders for program materials, accepts deliveries and maintains program material inventory.
- Maintains confidentiality and adheres to HIPAA regulations.
- Performs other work as required or assigned.

Qualifications for Data Entry Clerk

- Graduation from high school and one to two years of progressively responsible related experience, or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.