



## Job Description

**Job Title:** Nurse Family Partnership – Data Entry and Support Specialist

**Department:** MCH – Nurse Family Partnership

**Location:** Gainesville and Ocala; hybrid remote and in-office

**Employment Type:** Full-Time

**Salary:** \$38,000 - \$40,000; plus benefits

**Posting Closes:** Open until filled

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



### JOB SUMMARY

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 FUNCTIONS AND RESPONSIBILITIES

- 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

#### Education

- Graduation from an accredited college or university with a Bachelor's degree. Professional experience may be substituted for the Bachelor's degree.

## **Experience**

- Minimum of 1 year experience in data entry and administrative support.
- High level of knowledge and experience with Microsoft and computer-based systems required/preferred.

## **Driving Requirements**

- Possess a valid Florida Driver's License (required).
- A safe driving record is required (Driver's License background check will be conducted prior to offer of employment and will be conducted annually for organizational insurance purposes).

## **Other Requirements**

- An FDLE background check may be required prior to offer of employment and may be conducted annually or as required at such times that are warranted and/or that external funders require such a check.
- Level II Background Check may be required prior to offer of employment and may be conducted annually or as required at such times that are warranted and/or that external funders require such a check.
- HIPAA and confidentiality training will be conducted upon hiring.

## **WORKING CONDITIONS AND PHYSICAL DEMANDS**

- Must be able to maintain stationary position for at least 50% of the time.
- Must be able to maintain a virtual work environment, if required.
- Must be able to occasionally move about inside the office to access file cabinets, copy machines, printers and front door.
- Must be able to consistently operate a computer and other office productivity machinery such as calculator, copy machine and printers.
- Must have the ability to communicate information and ideas so others will understand.
- Must have the ability to exchange accurate information with management and other employees.
- Must have the ability to observe details including inspecting, assessing and determining details/information.
- Must have the ability to focus and read forms and instructions for long periods of time.
- Must have the ability to bend, stretch and reach for items as needed.
- Must have the ability to walk short distances.
- Lifting up to 50 pounds.

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