

Rockingham County Partnership for Children



Nurse-Family Partnership Program Assistant

Agency Overview: The mission of the Rockingham County Partnership for Children (RCPC) is to help children enter school healthy and ready to succeed. RCPC is the leader in early childhood education and services for families in Rockingham County. Because 90% of a child's brain development happens in the first five years of life, optimizing healthy birth outcomes and the next 2,000 days is critically important. RCPC works to give young children the best possible start and a strong foundation-so they can grow to be healthy and well-rounded students, employees and members of society. As the early childhood education hub for Rockingham County, RCPC advocates for comprehensive and equitable services for all children and families, builds capacity of early childhood educators, and meets the needs of our community.

We Believe In:

- providing equitable access to early childhood education programs for all children and families.
- using data to create a culture of innovation and meeting the diverse needs of children and families.
- creating partnerships and collaborations while nurturing relationships.
- empowering families by listening to their voices and advocating for their needs.
- building a highly-skilled, proactive team committed to continuous learning, integrity and justice.

Position Summary (Overview)

The Nurse-Family Partnership Program Assistant is a part-time (20 hours/week) position providing administrative and programmatic support to the Nurse-Family Partnership (NFP) program. The Program Assistant reports directly to the Nurse-Family Partnership Nursing Supervisor. Responsibilities consist of administrative and program support tasks. The individual in the role is expected to perform independently in a fast paced, team oriented and family friendly environment while handling multiple duties.

Job Responsibilities

- Performs program support tasks such as:
 - ordering and maintaining program materials and educational handouts
 - assists in the creation of materials as requested by the NFP Team
 - maintains a detailed inventory of program supplies & materials
 - coordinating travel and training logistics for NFP Team
 - assisting with client outreach and reminder calls for visits as requested
 - photocopying/scanning and filing program related materials
 - regularly updating referral/intake information in the internal NFP database as well as forwarding information for non-eligible referrals to other programs
 - responding to general program inquiries for additional information
 - recording notes for meetings as assigned by supervisor
- Performs general clerical functions such as:
 - distributing mail
 - typing material from typed or handwritten copy
 - preparing correspondence by email and mail to program partners and constituents
 - preparing reports and other requested documents
- Coordinates with the NFP Supervisor to manage purchasing to support the activities of the NFP team in accordance with current budget allowances.



- Uses online data entry systems and various word processing, spreadsheet 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 HIPAA regulations.
- Maintains a high level of knowledge of the Nurse-Family Partnership program mission, vision, and enrollment criteria.
- Takes a lead role in planning Nurse-Family Partnership-sponsored events such as annual graduation and quarterly playdates.
- Cultivates and maintains a rapport with local referring partners; attends community meetings to promote the Nurse-Family Partnership program. Corresponds with referral sources to offer additional education and support as needed.
- Compiles a variety of resources; may participate in community outreach and marketing activities such as distributing program brochures, retrieving client referrals as delegated by the supervisor. Ensures all communications materials are organized, available and accessible for use.
- Assists with NFP National Service Office activities as well as agency wide events on an as needed basis.
- Performs other work as required or assigned by the NFP Nursing Supervisor or by the Executive Director.

Position Qualifications

- Three to five years administrative office experience.
- High school diploma required, associate's degree preferred.
- Proficiency with MS Office products (specifically Word, Publisher and Excel) as well as Google Docs.
- Excellent oral and written communication skills.
- Bilingual: Spanish/English preferred. Willingness to pursue Medical Interpreter Certification a plus.
- Knowledge of medical terminology preferred.
- Ability to work in a fast-paced environment handling multiple tasks at one time.
- Ability to follow instructions and carry out tasks with minimal supervision.
- Must be able to move/lift objects up to 50 pounds.
- Must have a valid driver's license and reliable transportation.