

## SAMPLE Job Description: Data Entry Clerk (or) Administrative Assistant



This job description is designed to address the essentials of this important role as they relate to the role of the Nurse-Family Partnership Data Entry Clerk or Administrative Assistant in assuring implementation of the program and not those agency-specific responsibilities.

### **Purpose**

This position provides clerical support to Nurse-Family Partnership (NFP). Although keyboard skills are essential, they are generally balanced by knowledge of NFP. Assignments are specific; work is reviewed upon completion; may report to the NFP Nurse Supervisor. The NFP model requires a .5 FTE clerical and data entry support person for every 4 FTE nurse home visitors.

### **Specific Duties and Responsibilities**

- Inputs NFP data in a timely and accurate manner into the web-based information system; complies with or assists in the compilation of statistical information for special reports.
- Performs program support tasks such as organizes forms; photocopies; files; orders and maintains program materials and educational handouts; makes reminder calls for visits as requested by the supervisor and nurse home visitors.
- Performs general clerical functions such as sorts, routes and distributes mail; types material from typed or handwritten copy; prepares correspondence, reports and other documents.
- Utilizes computerized data entry equipment 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.
- Compiles a variety of resources; may participate in community outreach activities such as distributing program brochures, retrieving client referrals as delegated by the supervisor.
- Maintains confidentiality and adheres to HIPAA regulations.
- Performs other work as required or assigned.
- Minimum training and experience.
- Graduation from high school and 1-2 years of progressively responsible related experience, or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.