Nichelle Rose

Administrative Assistant

* Committed to the Agency's mission, Nichelle started as an intern in 1999 and was hired part time in 2000 as a Data Entry Specialist, she became the Administrative Assistant in 2015 and has now been with the company for more than 20 years.
* Nichelle works closely with the CEO and provides support for the execution of administrative and supportive services while assisting staff and participants.
* Nichelle provides inter-agency support, an advocate of participant services, performs in a leadership role, maintains operational awareness and quality assurance functions.
* She has developed, implemented, and ensures the maintenance of all automated record keeping systems for the office and program functionality.
* Nichelle provides the administration of human resources including policy development, contract management for compliance with Federal, state, and local funding guidelines, she is experienced in fiscal activities and fundraising.
* Nichelle is a problem solver, methodical, detail oriented and provides programmatic services to participants.
* Nichelle also keeps abreast of substance abuse prevention, intervention philosophies and strategies, the understanding of substance abuse, approaches in abuse services and the recovery process.