

**Walla Walla County
Position Description**

JOB TITLE: Temporary COVID Vaccine Clinic Coordinator

DEPARTMENT: Community Health

REPORTS TO: Division Manager, Population Health

PAY GRADE: 6; Full-time (40 hours/week); Temporary during COVID pandemic

JOB SUMMARY: The Vaccine Clinic Coordinator will coordinate, plan, implement and evaluate COVID Vaccine clinics in Walla Walla County. This may also include special vaccine clinics for specialized groups of individuals such as the children's vaccine program or the adult vaccine program. This position will work collaboratively with professional groups, providers and other agencies and community members. Manages contractors and orients them to our local customs and procedures. Communicates with clinical site staff to ensure all medical documents are completed correctly, completely and are uploaded in a timely manner. Analyzes clinical information, needs and deficits to identify areas where there are potential gaps in documentation and safety. Queries clinical site staff on a concurrent basis to ensure quality assurance of vaccine site and program. Assists Population Health Manager with revising and improving clinical documentation processes regularly. Maintain excellent communication and effective working relationships with team members. Performs all other duties as assigned.

SUPERVISORY RESPONSIBILITIES: This person is responsible for supervising the vaccine clinic process which may include contractors, staff, and volunteers.

ESSENTIAL FUNCTIONS:

- Plan, coordinate and implement COVID vaccine clinics.
- Plan and coordinate vaccination for homebound individuals.
- Analyze clinic data and information for gaps
- Ensure medical documentation is accurate and timely filed.
- Analyze equity distribution of COVID vaccine reach.
- Document and revise processes regularly.
- Maintain excellent communications.
- Maintain knowledge of CDC and State Department of Health vaccine guidelines.

EXAMPLE OF DUTIES:

- Ensure medical and vaccine documentation is accurate and timely filed.
- Responsible for planning, coordinating and staffing clinics with contractors, staff, and volunteers.
- Supervise contractors, staff and volunteers assigned to vaccine clinics.
- Analyze for gaps in documentation and safety
- Ensure training of contractors, assigned staff and volunteers
- Develop protocol and processes to ensure safety of vaccine, clients and staff.
- Perform other duties as assigned.

EQUIPMENT TO BE USED: Standard office equipment including PC or computer workstation and related software, fax, photocopy machines, video equipment, overhead projector, power point, multi-line phone system and cell phone will /can be utilized.

WORKING ENVIRONMENT/PHYSICAL ABILITIES:

- Work will be performed both inside and outside the health department and within the county at large.
- Requires manual dexterity and visual acuity to operate a personal computer and peripherals.
- Requires the ability to drive an automobile, fly in an airplane and travel as required.
- Requires the ability to lift and carry twenty-five to thirty (25-30) pounds.
- Requires sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- Requires ability to collect and statistically analyze data.
- Ability to write clear reports, organize materials and make effective oral presentations before groups.
- Ability to maintain excellent communication and relationships with personnel in own and other disciplines.
- Requires ability to exercise initiative, tact, discretion and judgment in carrying out work.
- Requires ability to understand written protocol, processes and procedures.
- Requires ability and willingness to work under a potential risk of exposure to infectious diseases in the line of duty.
- Requires ability to work with multi-cultural, multi-lingual and challenged individuals and families.
- Ability to maintain confidential information and records.
- Be proficient in use of email and internet, Microsoft Office, and other software packages.

EDUCATION AND EXPERIENCE: A Bachelor's degree from an accredited college or university with major course work in health education, health promotion education, business or closely related field and 2 years' experience coordinating programs or outreach is required. A Master of Public Health degree and two (2) years' experience in Public Health is highly desirable. Additional qualifying experience may be substituted, year for year for education.

LICENSES AND OTHER REQUIREMENTS:

- Must successfully pass a background check and a driving record check.
- Maintain a current driver's license and vehicle insurance.
- Access to a vehicle during work hours.
- Must be vaccinated per the Advisory Committee on Immunization Practices (ACIP). Provide documentation of immunization status, proof of immunity to vaccine preventable diseases and participate in the employee health program.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT**