

WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
Phone: (509) 524-2600 Fax: (509) 524-2603

EMPLOYMENT OPPORTUNITY

Community Health Department

Position: Temporary COVID Vaccine Clinic Coordinator
Starting Salary: \$4,413 to \$4,365 per month DOE
Location: Community Health Department
Employment Type: Full-time (40 hrs./wk.); Temporary during COVID pandemic

Open Until Filled

Brief Duties and Responsibilities: 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. Will work collaboratively with professional groups, providers and other agencies and community members. Responsible for supervising the vaccine clinic process which may include contractors, staff, and volunteers. Please see the job description for the complete list of essential functions and examples of duties.

Working Conditions: 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 sufficient hearing and speech ability to communicate verbally. Requires the ability to lift and carry twenty-five to thirty (25-30) pounds.

Minimum Qualifications: Bachelor's Degree from an accredited college or university with major course work in health education, health promotion education, business, or other closely related field and two (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.

Application: County Application, Resume and Cover Letter Required. Information available on our website at www.co.walla-walla.wa.us where you can apply online. fax (509)524-2603, voice (509)524-2600 or email hr@co.walla-walla.wa.us

SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEW.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT