

# Vaccination Specialist 2

## City of Waterbury

**JOB TITLE:** Vaccination Specialist 2

**DEPARTMENT:** Health Department

**SUPERVISOR:** Director of Public Health, Designee, or Vaccination Clinical Lead

**SALARY:** \$30 an hour

**Applications**, may be obtained by visiting our website at [www.waterburyct.org](http://www.waterburyct.org) or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Room 202, Waterbury, CT 06702. For additional information contact the Human Resources Department at (203) 574-6761.

The City of Waterbury, Health Department is committed to ensuring the availability and equitable distribution of vaccines to its residents. This **temporary position** is funded under a special health equity grant from the State of Connecticut Department of Public Health.

### GENERAL JOB DESCRIPTION

Vaccination Specialist 2 will be responsible for the delivery of vaccine to eligible persons in a clinical setting including permanent and pop up clinics at locations throughout the City.

### MAJOR DUTIES AND RESPONSIBILITIES

- Deliver vaccine in a safe and clinically appropriate manner
- Provide assistance to patients to ensure documentation is appropriately completed
- Use/operate office equipment: copier, fax, scanner, smart phones, iPads, etc.
- Lift 50 LBS
- Bilingual Spanish speaking preferred - but not required
- Communicate affectively both verbally and in writing
- Outreach through canvassing and distribution of printed materials
- Be an active team player, implementing the clinics mission

## **MINIMUM JOB QUALIFICATIONS**

Ability to pass a cursory criminal history check and no past or pending actions attached to required licensure by the State of CT Department of Public Health (this is a public safety sensitive position)

State of Connecticut Licensure in one of the Following:

Paramedic

Nurse Midwifery

Registered Nurse

Licensed Practical Nurse

Pharmacist

- Computer literacy and skill in the use of computers and related software applications required
- Excellent communication skills, with keen attention to detail, patient privacy and response time
- VAMS experience preferred
- Excel proficiency preferred

*Other:*

Bi-Lingual Spanish Speaking, preferred but not required.

## **KEY COMPETENCIES**

Customer service

Superior Clinical Skills