

Vaccination Specialist 1

City of Waterbury

JOB TITLE: Vaccination Specialist 1

DEPARTMENT: Health Department

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

SALARY: \$25 an hour

Applications, may be obtained by visiting our website at 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 1 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

Education:

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

State of Connecticut Certification in one of the Following:

Emergency Medical Technician – Basic (With epinephrine module and completion of an approved OEMS vaccinator course)

Emergency Medical Technician – Advanced (With completion of an approved OEMS vaccinator course)

Dental Hygienist – With Anesthesia Administration Training

Experience:

- 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