

# Mobile Vaccination and Education Outreach Team

## City of Waterbury

**JOB TITLE:** Manager, Vaccination Outreach Team

**DEPARTMENT:** Bureau of Recreation: Vaccination Outreach Team

**SUPERVISOR:** This position responds to City Administration

**SALARY:** \$18 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, Bureau of Recreation is committed to providing safe and healthy opportunities for the community that promote positive and healthy life styles.

### GENERAL JOB DESCRIPTION

The City of Waterbury's Mobile Vaccination Support Specialist will manage the Mobile Vaccination Operation Team and Support Staff, in supporting patient registration and appointment scheduling for mobile vaccination clinics. Regular duties include execution of planning for frontline registration staff, compiling records, assisting with scheduling appointments, as well as assigning tasks. This position will be responsible for working a combination of weekdays and weekends, while being the point of contact for Mobile Vaccination Operation Team and Support Staff.

### MAJOR DUTIES AND RESPONSIBILITIES

- Provide pleasant customer service
- Provide assistance to clients to ensure logistical 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
- Set up pop-up clinic with appropriate equipment: chairs/table and miscellaneous supplies
- Be an active team player, implementing the clinics mission

- Have basic math skills

## **MINOR DUTIES AND RESPONSIBILITIES**

- Follow directions as it pertains to vaccination clinic flowchart
- Ensure that all CDC guidelines are followed
- Assist with other duties

## **MINIMUM JOB QUALIFICATIONS**

### *Education:*

Bachelor's Degree

### *Experience: 5 years of responsible management experience to include the following*

- 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
- Excel proficiency preferred
- Excellent organizational skills
- Ability to follow directions

### *Other:*

Bi-Lingual Spanish Speaking, preferred but not required

## **KEY COMPETENCIES**

Analytical Skills