

Mobile Vaccination and Education Outreach Team

City of Waterbury

JOB TITLE: Mobile Vaccination Outreach Team Leader
DEPARTMENT: Bureau of Recreation: Vaccination Outreach Team
SUPERVISOR: Manager, Vaccination Outreach Team
SALARY: \$15 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, 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 Operations Team will help assist the Mobile Vaccination Support Specialist in supporting patient registration and appointment scheduling for mobile vaccination clinics. Regular duties include providing support for frontline registration staff, compiling records, assisting with scheduling appointments, as well as tasks assigned by the supervisor. This position will be responsible for working a combination of weekdays and weekends. While being the point of contact for assigned support staff, for pop-up events.

MAJOR DUTIES AND RESPONSIBILITIES

- Support the Mobile Vaccination Clinic staff with locating needed records, supplies, and scheduling for various events.
- Provide assistance to clients to ensure logistical documentation is appropriately completed
- Use/operate office equipment, copier, fax, scanner, smart phones, iPads, etc.
- Has the ability to 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
- Other related duties
- In this position you will have to work directly with the public and ensure good customer

service.

- The Mobile Vaccination Team is required to help set up pop-up clinics with appropriate equipment. Such as: chairs, tables, miscellaneous supplies, etc.
- Be an active team player, implementing the clinics mission
- Have basic math skills

MINOR DUTIES AND RESPONSIBILITIES

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

MINIMUM JOB QUALIFICATIONS

Education:

GED, High School Diploma or actively in High School. Must be at least 18 years of age

Experience: At least one year of employment 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:

- Bilingual, preferred - but not required

KEY COMPETENCIES

Analytical Skills