

Mobile Vaccination and Education Outreach Team City of Waterbury

JOB TITLE: Mobile Vaccination Clinic Support Staff

DEPARTMENT: Bureau of Recreation: Vaccination Outreach Team

SUPERVISOR: Manager, Vaccination Outreach Team or Mobile Vaccination Outreach Team Leader

SALARY: \$13 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 Support Staff will help follow the instructions of the Mobile Vaccination Operation Team in executing 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.

MAJOR DUTIES AND RESPONSIBILITIES

- Identify, educate, and engage community organizations, businesses, and stakeholders on the COVID-19 vaccination rollout, with targeted emphasis in neighborhoods that are seeing high-levels of COVID-19 infections and low levels of COVID-19 vaccinations.
- Establish regular and effective communication with community partners through methods including but not limited to phone calls, one-on-ones, and presentations
- Use feedback from community groups and leaders to constantly improve outreach
- Work closely with the Operation Team to ensure that outreach campaign tactics meet goals and effectively engage community partners
- 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.
- 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 directions as they 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 school. Must be at least 16 years of age.

Experience: Any 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:

- Bilingual, preferred - but not required

KEY COMPETENCIES

Analytical Skills