



EMPLOYMENT OPPORTUNITY

Job Title: First Responder Immunization Tech – **Part Time**
Department: Chambers County Public Health Department
Reports To: Public Health Emergency Preparedness Coordinator
Wages: \$16.91 up to \$17.30 per hour
Application Period: August 30, 2019 – Until Filled

JOB SUMMARY AND PRINCIPAL DUTIES:

Performs the daily operations and activities of the Hurricane Crisis Cooperative Agreement Grant Project called the Immunization First Responder Organization Immunization Coordination. These duties include inputting, updating, and tracking First Responders in the Texas Immunization Registry (IMMTRAC2) and Chambers County First Responder Database. Assists in the planning the timely and accurate completion of all work within the grant project. Works with First Responder Immunization Coordinator, First Responder Immunization Nurse and the Department of State Health Services Immunization Program to ensure coordination and integration with statewide planning efforts. Assist with overseeing the development of guidelines, procedures, and local policies; and monitors compliance with policies and procedures. Will be required to work other than normal business hours in order to complete this project. May perform a variety of functions during a public health emergency, in accordance with NIMS-compliant ICS management structure and the HSR 6/5S All- Hazards Emergency Management Plan. (**This is a part-time, grant-funded position, which will end June 30, 2020. Work hours required range from 28-32 hours/weekly**).

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Texas Department of Health record retention policies. *Skill/Ability to:* deal with patients in a non-judgmental and empathetic manner; demonstrate proficiency in both oral and written communication; understand and follow written and oral instructions; work independently; analyze and interpret immunization records and various reports and data; maintain complete accurate records as required; establish and maintain effective working relationships with patients, medical staff, Texas Department of Health representatives, doctors, other health care facilities, and the general public. Bilingual in English/Spanish preferred, but not required.

QUALIFICATIONS/REQUIREMENTS: High school diploma, or its equivalent; Graduate of accredited Medical Assistant School. Must have current BLS Certification, and possess a valid Texas Driver's License. Must complete NIMS/ICS Training within 90 days of employment.

Any applicant conditionally selected for this position will be required to submit to a physical and drug testing, before commencing employment

EXPERIENCE:

At least two years of related clerical experience, with one year of related Medical Assistant Experience preferred. Preferred one-year medical front office experience; *or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

APPLY:

CHAMBERS COUNTY PUBLIC HEALTH DEPARTMENT
102 AIRPORT ROAD
Anahuac, TX 77514
(409) 267-2730

Chambers County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment.