



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position Description

Position: Vaccine Coordinator

Location: Lac Courte Oreilles Community Health Center

Salary Range: Negotiable

Posting Date: 05/28/2021

Closing Date: 6/11/2021

Description of Position:

The vaccine coordinator is responsible for maintaining compliance with vaccine management. Vaccine management includes: vaccine ordering, inventory and reconciliation, storage and handling, temperature monitoring, transfer of vaccines, administering and managing an emergency plan.

Qualifications:

- Must possess a current license to practice as a LPN (License Practical Nurse) or CMA (Certified Medical Assistant) in the State of Wisconsin.
- Computer Skills: Microsoft office (Outlook, Word, Excel) and proficient in Electronic Health Record software required.
- Must be able to think logically and make appropriate decisions. Must be able to multi-task and work well with the public.
- Ability to perform work accurately and thoroughly.
- Ability to adapt to change in the workplace.
- Ability to communicate in writing clearly and concisely. Ability to communicate effectively with others using .
- Ability to take care of the customers' needs while following company procedures.
- Dependable and trustworthy.
- Ability to utilize available time to organize and complete work within given deadlines.
- Mantoux TB test current

- Completed Hepatitis B series or proof of completion
- Must be able to pass a background check
- Valid WI Driver's License
- Vehicle insurance
- Reliable vehicle
- Must be able to pass pre-employment and random drug testing
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations

Duties and Responsibilities:

- Completes and maintains monthly reporting of vaccine accountability, ordering, and reconciling. Notifies Supervisor of changes.
- Provides quality assurance of immunization dispensing and vaccine usage. Reports to Supervisor any concerns.
- Storage and Handling: Managing vaccine inventory involves identifying vaccines upon receipt, account for total inventory supply, rotate stock and records temperatures. In the event of an emergency, the vaccine coordinator is responsible for troubleshooting and instituting a backup protocol to safeguard the vaccine inventory.
- Maintains an awareness and communicates with staff of current immunizations and changes, to include proper sites and dosages, assuring that she/he remains current with best practices and studies.
- Develops new forms and improves existing materials for immunizations as needed for changes.
- Schedules and plans offsite clinics (Flu, COVID, Back to School, TB, and etc.) with Supervisors approval.
- Administers medications, completes documentation with accuracy and timeliness within scope of work.
- Provides consultation to school staff, clients, and other agencies as needed. Serves on school health advisory committees as assigned. Answers questions, provides clarification and assures a high standard of professionalism. Monitors standing orders and vaccine information and reports to supervisor any changes.
- Develops client education plan per individual client. Conducts and provides client education.
- Manages and addresses follow-up client needs, assuring compliance.
- This position will utilize up to 3 days of office time per week to monitor vaccine inventory and storage, setting up off sites clinics, and phone calls. The remainder of the time will be utilized in clinic.
- All employees of the Lac Courte Oreilles Community Health Center are required to adhere to the dictates of the Personnel Policy Manual, to include punctuality, attendance, and proper submission of all forms. Every employee is expected to conduct themselves professionally at all times with courtesy towards clients and co-workers and work as a team player.
- All other duties as assigned.

Supervision and Guidance:

The Vaccine Coordinator will work under the direct supervision of the Maternal Child Health Program Manager with oversight by the Director of Nursing.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any Stated Qualifications

Three (3) Current Letters of Recommendation

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
715-638-5132
715-634-6107 FAX
sklecan@lcohc.com

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.

05/28/2021