

NOTICE OF JOB OPENING

Andrews County is currently accepting applications to fill **(two)** full time positions at the Andrews County Tax Assessor Collector's Office. Applications are available in the office of the County Judge and online at www.co.andrews.tx.us and will be accepted **until position is filled**. Please return completed application to the Andrews County Tax Assessor Collector 210 NW 2nd St., Andrews, Tx.

According to Andrews County Personnel Policy, the Job Description is posted with this announcement, and is available upon request in the County Judge's Office, Courthouse, Room 104, Andrews County, Texas, 79714.

Applications will be considered regardless of race, creed, sex, national origin, or age in compliance with Federal Regulations. A verification of references will be made as well as a check on Applicants' driving records in order to assure insurance coverage on the individuals. Poor driving records or DWI convictions will eliminate an applicant from consideration for employment.

A physical examination will be arranged and paid for by Andrews County for the prospective employee, which is selected, prior to their acceptance of employment, in order to assure health insurance coverage for the individual. This physical shall include drug testing, as provided by the Personnel Policy

JOB DESCRIPTION – ImmTrac Program Outreach Specialist

Andrews County Health Department

General Description

The Immunization Program Outreach Specialist is responsible for conducting or ensuring the completion of the tasks in the *Texas Department of State Health Services Immunization Unit Inter-Local Agreement Work Plan*. These include 1) conducting the activities associated with implementing a comprehensive immunization program; 2) completing follow-up visits; 3) ensuring <5% of vaccine stock is wasted, expired, or unaccounted-for; 4) ensuring vaccine is provided to TVFC eligible children; 5) conducting educational, promotional, and outreach activities for the general public, collaborating with community entities to promote immunizations and decrease vaccine-preventable diseases; 5) completing DSHS assigned audits for child-care facility, Head Start, school assessments, retrospective surveys, and validation surveys; 6) working with TVFC providers to improve immunization coverage and decrease missed opportunities; 7) investigating vaccine-preventable diseases; 8) educating, informing, and training the medical community and local providers on immunization activities; 9) engaging American Indian tribal governments in immunization activities; 10) enrolling and sustaining a network of TVFC and other providers to administer federally funded vaccines to eligible populations; 11) complying with HHS Deputization guidance; 12) conducting perinatal hepatitis B prevention and surveillance activities for pregnant women and infants; 13) promoting provider participation in immunization record keeping and ImmTrac2 use; 14) ensuring correct immunization ordering, storing, and receiving; and 15) ensuring local providers maintain appropriate vaccine levels. Activities under this requirement shall be conducted in accordance with the *DSHS Immunization Contractors Guide for Local Health Departments, TVFC Operations Manual, Population Assessment Manual, and Perinatal Hepatitis B Prevention Manual*. Conducting work as defined by the *Texas Department of State Health Services Immunization Unit Inter-Local Agreement Work Plan*.

The Immunization Program Outreach Specialist will conduct statewide immunization registry activities, such as identification, outreach, education and data entry. The Immunization Program Outreach

Specialist is responsible for identifying and recruiting new registry users, promoting the registry to parents and expectant parents, and providing education and technical assistance to birth registrars and local private providers. The specialist is responsible for educating private providers on EVI and promoting efficient inventory control and ordering practices.

Working Hours:

- 40 hours per week.
- Occasional work after 5:00 PM and on weekends may be required.

Scope of Responsibilities

Communication

- Communicates effectively with clients, co-workers, private providers, and the public.
- Graciously greets clients and providers with courtesy and tact.
- Presents ideas and information, or conducts staff education effectively in staff meetings and/or on an individual basis with co-workers.
- Portrays a positive attitude.
- Cooperates with co-workers by assisting others and/or by accepting guidance from other staff.
- Demonstrates assertiveness skills.
- Ability to communicate effectively orally and in writing.
- Ability to speak Spanish (preferred).
- Ability to explain complex information at an appropriate level for individuals and groups.

Accountability

Immunization Program Outreach Specialist will conduct all activities as defined in the current year Immunization grant workplan:

- Refer to current year Texas Department of State Health Services Immunization Unit Inter-Local Agreement Work Plan (see attached).

Clerical Support:

- Assist immunization staff with clerical responsibilities as needed.
- Performs other related duties as assigned.

Career Development

- Participates in educational and/or career development activities such as workshops for personal self-improvement or job-related improvement/professional development.
- Demonstrates initiative.
- Demonstrates knowledge of job and willingness to apply it.

Referral

- Screens clients for referral to the appropriate agency for assistance as needed.
- Is aware of community resources and basic qualification criteria (i.e., WIC, food stamps, Medicaid, Emergency food needs, WTO transportation and other health department programs).

Quality Assurance

- Participates in quality assurance activities.
- Assists and/or performs data collection for immunization evaluation activities related to goals and objectives.
- Demonstrates safe working habits and use of safety devices (universal precautions).

Community Service

- Participates in community service activities.

Bio-Hazards:

- May come in contact with potentially infectious agents and some waste disposal.

Education and Experience Requirements**Qualifications:**

- High School Graduate
- Bilingual English/Spanish (preferred)
- Automobile required with current insurance verification
- Current Texas Driver's License.

The above declarations are not intended to be an "all-inclusive" list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.