

# Vaccine Immunizer

New Milford Department of Health seeks a part-time Temporary Vaccine Immunizer (LPN, RN OR PHARM D with vaccine administration experience))

## Description

Under the supervision of the Immunization Clinic Supervisor, seeks to protect the community from vaccine preventable disease by providing education and immunization services to community residents. Assesses the immunization status of clients, administers vaccines, and educates clients and caregivers about immunizations matters. Provides information and administers vaccines to international travelers.

## Essential Functions

1. Assesses and evaluates the immunization status and needs of clients and Health Department staff through the knowledge of current vaccine preventable disease, immunization guidelines, vaccination schedules, state, federal, and international requirements, and client medical history. Interprets international immunization records.
2. Educates clients and caregivers about the importance of immunization, following recommended immunization schedules, possible side effects of immunizations, and aftercare.
3. Triage telephone calls from various professional and non-professional sources regarding immunizations, vaccine safety, COVID-19 recommendations and vaccination requirements for international travel.
4. Draws up vaccines according to manufacturer's instructions and administers them using safe and proper techniques and a system of double checks to ensure accuracy. Administers and evaluates tuberculosis skin tests and refers clients as needed per protocol.
5. Completes appropriate client and clinic records to ensure correct vaccines are administered and documented.
6. Works with diverse cultures including non-English speaking clients to overcome barriers to obtaining health care. Counsels and advises clients using interpreters as necessary.
7. Reports cases of suspected abuse or neglect of children and adults to the proper authorities in accordance with department policy and state law.
8. Monitors the immunization status and requirements of high-risk Hepatitis B and C clients in accordance with the State of Connecticut and Health Department guidelines.

9. Provides travel consultation by assessing routine, required, and recommended immunizations for international travel. Develops and implements individualized care plans for client education, prophylaxis, and referrals as needed.
10. Participates in off-site Vaccination Clinics in the community including regularly scheduled and seasonal clinics. Transports biologicals, sharps, and other required supplies to clinic sites in a safe and secure manner and administers vaccines. Provides immunization expertise to staff at monthly, off-site immunization clinics.
11. Assesses and evaluates blood pressure and counsels and refers as needed utilizing current protocols.
13. Serves as a resource and trains physician office personnel in the administration and assessment of immunizations using current state standards. Provides training in Vaccination Clinic activities to volunteers, newly hired nurses, visiting nurses, medical assistants, and medical students.
14. Researches, develops, and implements presentations for continuing education credits for Health Department nurses and community health care workers.
15. Participates in community events such as health fairs to promote increased rates of immunization.
16. Prepares for and responds to emergencies, such as a communicable disease outbreak, within a clinic or in the community at large. Responds to medical emergency situations in the clinic such as vaccine reactions, child injuries, and signs and symptoms of chest pains.
17. Ensures that client records are kept secure and confidential and maintained consistent with Health Department policies and procedures and HIPAA standards. Educates clients and families on their rights as related to privacy of medical information.
21. May maintain and audit Material Data Safety Sheets (MDSS) and departmental policy handbook.

#### **Other Functions**

22. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

## **Employment Qualifications**

**Qualifications:** Active, unencumbered State of Connecticut Nursing License (RN or LPN) or Pharm D with vaccination experience • Current BLS or ACLS for healthcare providers required

**Experience:** One year of nursing/pharmacy experience, preferably in a community health, public health, physician's office, or retail setting.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description.*

## **Requirements and Working Conditions**

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Restraining children while administering vaccinations.  
Stooping and bending to examine clients.  
Ability to lift, carry, and transport equipment and supplies.  
Ability to access office files.  
Ability to enter and access information using a computer.

Travels to other locations in the community.

### **Working Conditions:**

Works in office and clinic conditions.  
Often works under very disruptive conditions.  
Exposure to communicable diseases and blood and other bodily fluids.

Qualified and interested applicants should submit a Town of New Milford employment application, and resume to [Personnel@newmilford.org](mailto:Personnel@newmilford.org)