



JEFFERSON COUNTY HEALTH DEPARTMENT

405 MAIN STREET

HILLSBORO, MISSOURI 63050

PHONE: 636-797-3737 FAX: 636-797-4631

Jefferson County Health Department – Employment Opportunity

Immunization Clinic Coordinator

Job Duties Include:

This full-time, temporary position will have the responsibility for coordinating influenza immunization clinics within the county for the upcoming fall and winter. Clinics may be held in locations such as schools and day cares and frequent contact with personnel at these locations will be required for planning purposes. This position will also require frequent contact with area health care providers to coordinate vaccine distribution to medical practices within the county. Duties for the Immunization Clinic Coordinator may also include assistance with electronically tracking doses of vaccine administered at health department clinics and private medical practices by using Microsoft Access or Excel.

Minimum Qualifications:

- Completion of a High School Degree
- Effective computer skills that include the ability to comfortably use Microsoft Office software, in particular Excel and Access
- Ability to clearly and professionally communicate verbally and in writing
- Ability to multitask effectively
- Possesses excellent organizational skills

Desirable Qualifications:

- Experience or knowledge of vaccines and vaccine administration, in particular the influenza vaccine
- Experience in planning health/immunization clinics or other group events
- Knowledge of or interest in public health and/or medical sciences

Salary and Expected Term of Employment:

Compensation for this position will be \$30.00/hour; no benefits are included. This is a full-time, limited term employment opportunity that is expected to be three to six months in length.

Interested candidates may send a cover letter and résumé to Dennis Diehl either by email (diehld@lpha.mopublic.org) or by mail to:

Dennis Diehl, Director
Jefferson County Health Department
405 Main Street
Hillsboro, MO 63050

Résumés will be accepted until a candidate has been selected to fill this position.