



**Job Code:** 9452  
**Grade:** 22  
**HCWR:** N

**Job Title**  
Vaccine Site Supply & Distribution Manager

**Department**  
Ambulatory & Community Health Network

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

The Vaccine Site Supply & Distribution Manager manage the supply delivery of vaccine and ancillary supplies to all vaccine locations, in collaboration with the Senior Director of Pharmacy Services. This position is responsible for assurance of compliance, recording and auditing vaccine and maintaining vaccine documentation and reporting.

**General Administrative Responsibilities**

*Collective Bargaining*

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

*Discipline*

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

*Supervision*

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

*Management*

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary



**Typical Duties**

- Manages and supervises the vaccine distribution staff.
- Manages vaccine supplies received from all sources.
- Manager all levels of vaccine inventory and oversees distribution of vaccine orders across CCH.
- Monitors vaccines through recording, tracking, and reporting measurements to ensure inventory integrity.
- Analyzes vaccine distribution and continuously monitor vaccine levels to ensure vaccine availability.
- Oversees vaccine ordering processes to ensure safety and accuracy of all vaccine transactions
- Maintains vaccine information in an auditable and complaint manner.
- Performs other compliance and/or auditing functions as assigned.
- Notifies leadership of any issues or data discrepancies.
- Analyzes data, identifies opportunities for process improvement, and runs reports to validate vaccine inventory.
- Reviews ordering data to ensure vaccine requests are being places with proper amounts to support vaccine program initiatives.
- Reviews and validates files in support of file management.
- Performs other duties as assigned.

**Minimum Qualifications**

- Bachelor's degree or higher from an accredited college or university
- Two (2) years of experience overseeing supply distribution or medication management
- One (1) year of experience supervising and/or managing staff
- Prior experience developing reports for site distribution utilization and inventory control
- Experience working with diverse communities and underserved populations
- Proficient using Microsoft Office (Word, Excel, and PowerPoint)

**Preferred Qualifications**

- NA

**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge in the use of electronic medical record (EMR)
- Excellent interpersonal, verbal and written communication skills necessary to interact with a variety of people from different socio-economic and cultural backgrounds as well as hospital employees across all levels of the organization
- Strong customer service and empathy skills
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Demonstrate attention to detail, accuracy and precision
- Ability to prioritize, plan, and organize projects and tasks
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and work within a self-directed environment, with an ability



**Knowledge, Skills, Abilities and Other Characteristics**

to also work with and lead teams in a multidisciplinary environment

- Ability to lead performance improvement initiatives and present to relevant committees on outcomes of their work with patients including improving quality of care.
- Ability to demonstrate willingness to cross train to help clinical and administrative staff in the clinics
- Ability to maintain knowledge of all surgery policies and procedures and adhere to them. Ability to assure compliance with policies and procedures, standards of performance and productivity, quality standards, environmental and infection control and other regulatory requirements.

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**