



Job Code: 9453

Grade: 16

HCWR: N

Job Title

Vaccine Site Coordinator

Department

Ambulatory & Community Health Network

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

Job Summary

The Vaccine Site Coordinator performs a wide variety of professional analytical and administrative duties in support of vaccine clinic site. This position will be responsible for providing support for site operations and programs including, but not limited to, personnel management, budget management, purchase order and payment processing, data collection, analysis, interpretation and reporting, initiation of special projects and other specialized functions. Collaborates and coordinates assigned activities with agencies and the general public.

Typical Duties

- Coordinates and maintains vaccine clinic site position control data such as employee roster and staff files as applicable.
- Ensures all original Human Resources (HR) documents are returned to HR or Medical Staff Services, when appropriate.
- Conducts vaccine clinic site orientation and routine training.
- Develops staff schedules.
- Monitors compliance with all CCH mandatory requirements for employed staff members and voluntary providers within the department/division.
- Assists with supervision of other support staff members, as needed.
- Performs payroll processing functions, verifies attendance records, maintains employee benefit time records. Consults with manager regarding time and attendance discrepancies.
- Collaborates in the with development and management of department/division budgets with manager.
- Initiates, coordinates and monitors purchasing and payment processes for goods and professional services with supply chain management and financial operations staff.
- Maintains purchasing and payment records in electronic and/or paper files.
- Collects, analyzes and interprets data and produces management reports utilizing current software and/or applications to support the site's quality plan and operational needs.
- Coordinates vaccine clinic site meetings to prepare agendas and records minutes.
- Creates and maintains meeting documentation in electronic and/or paper files.
- Works with Information Technology, Health Information Management and Finance departments to identify downstream system problems; takes corrective action to train and monitor staff, as needed.
- Collects material to review, investigate and resolve patient and employee complaints.
- Collaborates with various departments to implement strategies to address patient vaccine issues.
- Develops and maintains positive relationships with coworkers, patients and visitors.
- Serves as backup for other administrative/management staff.



Typical Duties

- Manages and/or participates in special projects.
- Performs other duties as assigned.

Minimum Qualifications

- High School Diploma or GED equivalent
- One (1) year of experience of administrative work or supporting project management activities - Prior experience managing internal and external communication, i.e., emails, memos
- Experience and knowledge working with diverse communities and underserved populations
- Proficient using Microsoft Office
- Must be able to work flexible work hours

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Working knowledge of payroll processing and time keeping methods
- Knowledge and experience maintaining organized electronic and paper filing system
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Strong customer service and empathy skills
- Demonstrates good computer and typing skills
- Demonstrate good phone and email etiquette skills with strong response times
- Demonstrate analytical and organizational, problem-solving, critical thinking, time management and conflict resolution skills
- Demonstrate management and leadership skills
- Strong mathematical and statistical skills for generating reports
- Demonstrate attention to detail, accuracy and precision
- Ability to communicate in a confidential and HIPAA compliant manner.
- Ability to utilize standard office equipment
- Ability to work at the Intermediate proficiency level using Microsoft Office
- Ability to prioritize, plan, and organize projects and tasks
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to adhere to department policies and standards utilizing best practices
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team
- This position occasionally requires various types of physical exertion including but not limited to bending, lifting, pushing, pulling, prolonged standing, and/or moving light to medium weight
- Ability to work flexible work hours



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.