

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



JOB OPPORTUNITY

Job Title	Public Health Specialist, Vaccination Focused
Team	Nursing
Supervisor	Nursing Supervisor
Director	Director of Nursing
Programs	Vaccination
Funding Sources	Health fund
Civil Service and FLSA Status	Classified, non-exempt
Appointment Status	Full-time
Grade/Classification	19
Insurance Benefits	Full-time benefits
Leave Benefits	Holiday, Personal, Sick, Vacation
Pay Range	\$19.29
Regular Hours	40
Date Posted	09/23/2024
Candidate Review	Rolling basis beginning 10/1/2024

JOB SUMMARY

The Public Health Specialist supports the immunization clinic through assessment of records and providing education to community members and healthcare providers.

EDUCATION & QUALIFICATIONS

Position requires a valid Ohio driver's license with state minimum insurance and an acceptable driving record. Bachelor's degree in public health or similar degree. Current CPR certification (can be completed after hire). One (1) year of public health, community health or similar experience preferred.

ESSENTIAL FUNCTIONS

Demonstrates knowledge of vaccination recommendations by assessing vaccination records and providing immunizations according to the Advisory Committee on Immunization Practices (ACIP) and Centers for Disease Control and Prevention (CDC); assist to provide childhood and adult immunizations in clinic settings as well as outreach sites; work with families who are vaccine hesitant, listen to the concerns and address the needs as able; work with clients to overcome barriers to vaccination, complete field/home visits as necessary; record patient care accurately and timely; provide educational sessions to community members in group settings and one on one; provided educational effective presentation to healthcare providers who give immunizations; work with school personnel for immunization record review and training regarding immunization reporting; conduct assessments of current immunization coverage levels within the community; document data and generate reports, complete appropriate forms as required; participate in recall and reminder activities to decrease missed opportunities for vaccination; participate in training as required and recommended by funders, standards of practice and management; assist clients with the process to secure health coverage such as applications for Medicaid and other programs; participate in internal and external workgroups to advance standards of practice in public health; assist in other cities and health promotion programs such as refugee

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



health, reproductive health and wellness lead screenings, health screenings, home visits for well checks and perform additional duties and assignments as requested.

Participates in agency disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

First aid practices; emergency medical procedures; Occupational Safety and Health Administration rules and regulations; medical terminology; nursing techniques and methodology in prevention and treatment of disease; medical lab procedures; infection control; personal hygiene; immunizations; human relations; workplace safety; human growth and development; office practices and procedures and injection techniques.

Ability to operate medical equipment, instruments and devices, assessment, interviewing, communication, confidentiality, public relations, organization, flexibility and teamwork. Demonstrate self-motivation, flexibility ability to relate well with others, prepare accurate documentation, use proper research methods to gather data, maintain professionalism in adverse or volatile situations, pro-active to identify solutions to problems and recognize role in change and progress.

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; exceptional knowledge and use of English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read in English.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.
- Involves travel by automobile to attend meetings with state agencies and community partners. Must have current driver's license valid in the state of Ohio and access to a personal automobile.

ORGANIZATION OVERVIEW

The Clark County Combined Health District (CCCHD) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety.

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



CCCHD offers a relaxed, positive, and friendly work environment. Some positions may offer remote working as an option. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

Interested applicants should send a cover letter, resume, and completed application to:

Shannon Hackathorne
Administrative Assistant to the Health Commissioner & HR Specialist

shackathorne@ccchd.com

Clark County Combined Health District
Administrative Offices at 529 East Home Road
Springfield, Ohio 45503

Applications will be accepted on a continuous basis until the position is filled.

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



POSITION DESCRIPTION

Job Title	Public Health Specialist, Vaccination Focused
Team	Nursing
Supervisor	Nurse Supervisor
Director	Director of Nursing
Programs	Vaccination
Funding Sources	Health fund
Civil Service and FLSA Status	Classified, non-exempt
Appointment Status	Full-time
Grade/Classification	19
Insurance Benefits	Eligible for full-time benefits
Leave Benefits	Eligible for vacation, sick, personal, holiday
Regular Hours	40 hours, Monday – Friday

JOB SUMMARY

The Public Health Specialist supports the immunization clinic through assessment of records and providing education to community members and healthcare providers.

EDUCATION & QUALIFICATIONS

Position requires a valid Ohio driver's license with state minimum insurance and an acceptable driving record. Bachelor's degree in public health or similar degree. Current CPR certification (can be completed after hire). One (1) year of public health, community health or similar experience preferred.

ESSENTIAL FUNCTIONS

Demonstrates knowledge of vaccination recommendations by assessing vaccination records and providing immunizations according to the Advisory Committee on Immunization Practices (ACIP) and Centers for Disease Control and Prevention (CDC); assist to provide childhood and adult immunizations in clinic settings as well as outreach sites; work with families who are vaccine hesitant, listen to the concerns and address the needs as able; work with clients to overcome barriers to vaccination, complete field/home visits as necessary; record patient care accurately and timely; provide educational sessions to community members in group settings and one on one; provided educational effective presentation to healthcare providers who give immunizations; work with school personnel for immunization record review and training regarding immunization reporting; conduct assessments of current immunization coverage levels within the community; document data and generate reports, complete appropriate forms as required; participate in recall and reminder activities to decrease missed opportunities for vaccination; participate in training as required and recommended by funders, standards of practice and management; assist clients with the process to secure health coverage such as applications for Medicaid and other programs; participate in internal and external workgroups to advance standards of practice in public health; assist in other cities and health promotion programs such as refugee health, reproductive health and wellness lead screenings, health screenings, home visits for well checks and perform additional duties and assignments as requested.

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



Participates in agency disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

First aid practices; emergency medical procedures; Occupational Safety and Health Administration rules and regulations; medical terminology; nursing techniques and methodology in prevention and treatment of disease; medical lab procedures; infection control; personal hygiene; immunizations; human relations; workplace safety; human growth and development; office practices and procedures and injection techniques.

Ability to operate medical equipment, instruments and devices, assessment, interviewing, communication, confidentiality, public relations, organization, flexibility and teamwork. Demonstrate self-motivation, flexibility ability to relate well with others, prepare accurate documentation, use proper research methods to gather data, maintain professionalism in adverse or volatile situations, pro-active to identify solutions to problems and recognize role in change and progress.

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; exceptional knowledge and use of English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read in English.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.
- Involves travel by automobile to attend meetings with state agencies and community partners. Must have current driver's license valid in the state of Ohio and access to a personal automobile.

By signing below, I acknowledge that: I have read this job description and I completely understand all of my job duties and responsibilities, I am able to perform the duties outlined with or without reasonable accommodations, I understand that my job responsibilities may change according to the needs of my department without it being specifically included in the job description, and that if I have questions about job duties that I am asked to perform that are not specified on this description I should discuss them with my immediate supervisor. By signing below, I further acknowledge that I understand future performance evaluations will be based upon my ability to perform the duties and responsibilities outlined in this job

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



description to the satisfaction of my immediate supervisor. I have discussed any questions I may have about this job description prior to signing this form.

Employee Name

Employee Signature Date

Supervisor Signature Date

Health Commissioner Signature Date