

JOB ANNOUNCEMENT

Immunizations Coordinator

PH Nursing Supervisor 1

(unclassified position)

Posted: March 14th, 2022

Deadline/Closing: Open until filled

Location: District Immunizations

Salary: Based on Licensure & Years of Experience

Paygrade: M

Position Number: 00177709

Position open to: All qualified applicants



Job Summary: Gwinnett, Newton and Rockdale County Health Departments is seeking a qualified candidate to oversee the Immunization Program for our three county Public Health District. The incumbent will manage the planning and implementation of the Immunization Program and serves as the immunization subject matter expert for the health district. Job duties will include: providing training and ensuring compliance with ACIP recommendations and Vaccines for Children (VFC) programmatic requirements in Health Department clinics; managing program staff; ensuring completion of district immunization audits/assessments; prioritizing community engagement, education and training; ensuring completion of all required data entry and immunization tracking in the local EMR, GRITS, SENDSS and other data systems; developing and completing required and requested program reports and analytics; overseeing community immunization marketing efforts and the annual immunization educational plan; serving as a liaison to the Georgia DPH Immunization Office; ensuring dissemination of programmatic updates to clinical staff; and performing other duties as needed to meet organizational needs. Incumbent will operate as a part of a collaborative workforce to prioritize immunization functionality throughout the three county District.

Minimum Qualifications: Bachelor's degree in nursing from an accredited college or university AND Two years of PHN experience AND current Georgia Registered Professional Nurse license AND CPR certification OR Associate's degree in nursing from an accredited college or university AND Three years of nursing experience AND completion of a PHN course within one year of hire AND current Georgia Registered Professional Nurse license AND CPR certification.

Preferred Qualifications: Experience in the Vaccines for Children program and school/childcare immunization assessments preferred. Experience with the GA Immunization requirements and the recommended Immunization schedule. Experience with VHN electronic health records. Experience supervising subordinate staff. Experience providing internal/external training for clinical/nonclinical staff.

We Offer: 13 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan, life insurance and payroll deductible Health and Flexible Benefits (Dental, Vision, Legal, Long Term Care, Dependent Life, AD&D, Short and Long Term Disability). Medical and Child care spending accounts can be established in addition to deferred compensation options.

Instructions to Apply:

EMAIL, FAX or MAIL a completed application* to:

Katie Bowles - HR

Gwinnett, Newton, & Rockdale County Health Departments

PO BOX 897

Lawrenceville, GA 30046

Fax # 770-277-2089

katie.bowles@gnrhealth.com

At Gwinnett, Newton, & Rockdale County Health Departments, we work to protect and improve the health of those who work, live, and play in our community. Our most valuable resource is, by far, the dedicated and highly trained employees who enjoy and appreciate the opportunity they have to serve our community.

Applications may be downloaded at
www.gnrhealth.com

* We do not accept resumes without a fully completed Application for Employment. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications/resumes, we are unable to provide information regarding status over the telephone. No notification will be sent except to those applicants selected for interviews.

APPLICATIONS MUST BE SUBMITTED NO LATER THAN 5:00 PM ON THE DAY OF DEADLINE

An Equal Opportunity Employer

Under Title I of the ADA, we do not discriminate on the basis of disability in our employment practices.

Applicants selected for employment will be subject to the following:

Pre-employment Drug & Medical Screening | Fingerprint Criminal Record Investigation | Reference Checks