



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: Immunizations Program Manager
Schedule: Full-time with Benefits
Department: City-County Health Department

Salary: \$25.15-26.00 DOE
Closing Date: Open Until Filled
Department Administrator: Trisha Gardner

At a minimum, all qualified applicants must have:

Education/Experience/Training:

- Bachelor's Degree in Nursing, or
- Associate's RN Degree and two (2) years of experience;
- Course work and/or experience in community health nursing preferred.

Certifications:

- Valid license to practice nursing in the State of Montana.
- Valid driver's license issued by the State of Montana.

JOB SUMMARY

The Immunizations Program Manager (Manager) at the City-County Health Department (CCHD) is a Public Health Nurse that performs oversight and supervision duties and nursing procedures and activities associated with the CCHD's chronic and communicable disease prevention and control programs (Programs), with an emphasis on Immunizations. The Manager is responsible for the oversight of the Programs to ensure compliance with the practices of universal precautions, communicable disease control, mandatory reporting requirements, CCHD procedures, plans and protocols, adherence to the Administrative Rules of Montana (ARM) and Advisory Committee on Immunization Practices (ACIP), engages in communicable disease surveillance investigations and outreach activities, chronic disease prevention/health promotion programs and activities, participates in and makes CCHD policy development recommendations related to the Programs, forecasts immunizations and develops and promotes activities to increase immunization delivery and coverage, including COVID-19 vaccinations, oversees vaccine receipt, storage, control, transport (to off-site clinics) and inventory, assists in the management and administration of the Immunization Action Plan (IAP) Grant and collaborates with other CCHD programs, other agencies, community partners and staff concerning the Programs. The Manager is also responsible for the supervision, assessment and evaluation of the work performance of Programs staff and corrective action plans with staff to address their performance deficiencies, support, guidance and training to and for staff, performance of skilled nursing duties as needed, ensuring compliance with CCHD policies and procedures regarding confidentiality and data security for the handling of sensitive client information and protected health information and the performance of other related duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Coordinates and oversees the overall operation and implementation of the Programs activities and makes CCHD policy development recommendations related to the Programs; Ensures compliance with the practices of universal precautions, communicable disease control, mandatory reporting requirements, CCHD procedures, plans and protocols, adherence to the ARM, ACIP and other applicable rules, regulations, standards and guidelines; Ensures Compliance with Center for Disease Control and Prevention (CDC) COVID-19 Vaccination and Adult Immunization Programs; Regularly informs and educates CCHD staff and other partners regarding any changes in immunization schedules, developments and presentations; Uses data and information from site visits to identify Programs needs and training; Supervises, assesses and evaluates the work performance of Programs staff and corrective action plans with staff to address their performance deficiencies and provides support, guidance and training to and for staff; Schedules all off-site immunization clinics and coordinates nursing coverage with registry nurses and students and coordinates student nursing rotations at CCHD; Manages the assessment of immunization records for required vaccination for children enrolled in licensed child care facilities and ensure that all required site visits take place annually; Manages School Immunization Status Surveys and assesses the Surveys to ensure they are accurate and do not contain data entry errors; Collaborates with the local Women, Infants and Children Program (WIC) to ensure WIC clients are up to date with ACIP recommended vaccinations; Ensures all immunization data is entered in appropriate databases in a timely, accurate and efficient manner; Assists the CCHD Deputy Health Officer in management and administration of the IAP Grant administered by Montana Department of Public Health and Human Services (DPHHS) and makes recommendations related to achieving grant deliverables; Completes quarterly contract requirements and report actions to the State in a timely, accurate and efficient manner; Orders and maintains the inventory of Vaccine for Children (VFC) and adult vaccines; Maintains accurate records for the VFC program and adult vaccines program; Responds appropriately to vaccine adverse reaction cases; Develops and promotes activities needed to increase immunization deliveries and coverage of Cascade County residents, including COVID-19 vaccinations; Manages online patient scheduling through PrepMod; Participates in communicable disease surveillance investigation and control activities; Participates in chronic disease prevention/health promotion programs and activities; Performs efficient and effective public health surveillance activities; Assists and/or initiates planning and implementing program based outreach activities; Provides health related counseling on the prevention of communicable disease; Assesses and evaluates public inquiries and responds and/or refers following established

protocols; Conducts interviews which include assessment of disease exposure risks, current health status, education and appropriate follow-up plan; Collects data, compiles accurate statistical information, and prepares accurate records and reports; Develops and maintains positive communication and relationships with community agencies; Complies with and strictly adheres to Blood-borne Pathogen Exposure Control Plan; Ensures the proper storage, control, transport and handling of vaccines and serve as a point of contact for temperature excursions and other vaccine storage and control related questions; Complies with and strictly adheres to all CCHD and HIPAA policies, practices and procedures governing and controlling confidentiality and data security with regard to the handling of sensitive client information and protected health information; Employs and demonstrates excellent and sensitive interpersonal, cultural sensitivity and interviewing and customer service skills and build and maintain trust with individuals, groups, entities, agencies and businesses; Actively seeks and utilizes the most current program specific information; Performs other related duties as assigned or required.

Knowledge and understanding of:

Teaching and learning principles; Current nursing procedures and techniques; Supervisory methods and techniques; Applicable public health laws; Prevention and control of communicable diseases; Use of nursing process; Community health nursing/community resources; HIPAA and CCHD privacy and security rules; Modern office equipment, practices, and procedures; Microsoft Office software including Word, Excel, Internet, and Outlook; County/CCHD policies, rules, procedures and functions; County/CCHD safety policies, rules, procedures and practices.

Skills in:

Interpersonal communication and interaction and customer service; Microsoft Office and online databases, creating reports and providing guidance to Programs staff with data entry; Establishing professional and effective working relationships with other County departments, employees, Federal and State agencies, private agencies and the general public; Working with individuals with diverse social economic and cultural backgrounds in an empathic, non-judgmental, respectful and professional manner; Reviewing and analyzing data; Quality Improvement.

Ability to:

Supervise staff and teach and demonstrate established procedures; Practice good public relations and customer service and display sound judgment and decision making skills within established policies and procedures; Make independent decisions, accept responsibility and be self-motivated; Engage in effective organization and time management, multi-task and maintain concentration during frequent interruptions and meet challenges with resourcefulness through original thinking and creativity; Accurately record and log time and activities and demonstrate a high attention to details; Provide and demonstrate good nursing judgment; Work effectively with students; Follow procedures of universal precautions; Communicate professionally and effectively, orally and in writing; Understand and follow oral and/or written policies, procedures and instructions; Establish and maintain professional and effective working relationships with fellow employees, supervisors and the general public; Become and maintain knowledgeable of ACIP guidelines; Proficiently operate a computer and achieve knowledge of additional computer applications as needed to complete required job duties; Adhere to and enforce HIPAA and maintain and enforce strict confidentiality and compliance with multiple privacy and security rules; Communicate information in a professional, effective and courteous manner; Read, review, analyze, compile, comprehend information and materials; Employ and enforce safety practices and procedures; Meet challenges with resourcefulness through original thinking and creativity; Observe work hours and demonstrate punctuality; Work collaboratively with management, co-workers, multiple agencies and organizations; Adapt to changes in the work environment, delays and/or unexpected events, manage competing demands by changing approach or methods to best fit situation; Respond appropriately to an emergency or crisis situation; Observe established lines of authority; Identify problems that adversely affect the organization and its functions and offer positive suggestions for improvement; Practice interpersonal communication and conflict resolution; Work independently and as a team member with minimal supervision; Organize and prioritize tasks and work environment to maximize efficiency; Perform other related duties as assigned or required.

The successful applicant shall serve a 1-year probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER