

HIDALGO COUNTY HEALTH ADMINISTRATION DEPARTMENT

Job Title: TVFC Educator

FLSA Status: Non-Exempt

Dept. Code: 340

Civil Service Status: Non-Exempt

SUMMARY: Functions as a Texas Vaccine for Children Program (TVFC) Educator. The educator will educate providers in appropriate vaccine management, effective use of registries, standards of immunization practices, updates of new vaccines, use of effective office systems, and effective use of reminder recall systems. The educator will educate the public about the importance of maintaining children and adults current on their immunizations status as per TVFC guidelines; and, on the importance of securing a medical home thru PSA's, health fairs, community gatherings, and PTA's. The educator will develop formal and informal relationships with community based organizations such as Head Start centers, community coalitions (ie promotora & family), schools, city chambers; and local businesses (ie HEB's, Walmarts, McDonalds) to promote immunizations and strategies that are consistent with higher vaccine coverage levels.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- o Assist in organizing a TVFC Provider Coalition to network, explore and develop systems that work in improving immunization rates.
- o Organize and conduct TVFC trainings to TVFC providers at least tri-annually.
- o Organize and conduct TVFC trainings to staff of WIC centers, daycares, registered homes and schools at least tri-annually.
- o Develop and implement PSA's, in English & Spanish, to present in TV, radio, and newspaper at least quarterly.
- o Participate in health fairs, PTA's and other community gatherings, to promote the importance of maintaining children and adults current on their immunizations and the promote the importance of securing a medical home.
- o Collaborate with community agencies/businesses (ie. schools, daycares, churches, Walmarts, HEB's, McDonalds) to promote immunizations by posting flyers and disseminating pamphlets).
- o Collaborate with the promotoras to assist in disseminating flyers and pamphlets promoting the importance of immunizations and importance of securing a medical home, and pamphlets, in colonias.

EDUCATION AND EXPERIENCE:

- o High School Diploma
- o Associates Degree; Bachelors Degree preferred; plus
- o Teachers certificate or licensed nurse; plus,
- o Experience in public health, education, public speaking, and Texas Vaccine for children programs.

CERTIFICATES, LICENSES, REGISTRATIONS:

- o Teachers certificate or nurse license
- o Employee must have proof of a current valid Texas Motor Vehicle Operator's License;
- o Must be able to be insured by County Insurance carrier.

OTHER SKILLS AND ABILITIES:

- o Good knowledge of the Immunization Program and the Texas Vaccines for Children Program (TVFC);

- Considerable knowledge of and ability to interpret agency rules, regulations, policies and procedures;
- Ability to demonstrate computer skills (i.e. i.e Power Point, Microsoft Word, and Microsoft Excel), and have internet research skills.
- Ability to demonstrate presentational speaking skills in English and Spanish; plan, organize and prepare immunization program educational presentations.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and subordinates;
- Ability to communicate effectively both orally and in writing; and in English and Spanish languages;
- Ability to communicate and deal with health care providers and the general public.
- Ability to work other than normal or scheduled hours including weekends and holidays as assigned.

SPECIAL INSTRUCTIONS AND/OR REMARKS:

Ability to travel within the county to provide education technical assistance and occasional statewide/out of state travel for training

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and listen. The employee frequently is required to stand, walk; sit, use hands and fingers, handle or feel objects tools or controls; reach, climb or balance, bend, stoop and kneel.

The employee must occasionally lift and/or move objects weighing up to 25 pounds. Visual acuity required by this job includes near and distant vision, depth perception, color perception, and the ability to adjust focus/vision to equal or be corrected to 20/20.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low.

IMMUNIZATION/TB SCREENING REQUIREMENTS:

Employees may be required to receive immunizations recommended by the ACIP, ACP, and DSHS based on anticipated disease exposure (e.g. hepatitis B or rabies vaccines) TB skin testing may required.

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and Responsibilities which may include the following:

- sitting for extended periods of time
- frequent standing, bending and reaching
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- handling financial affairs effectively and honestly
- maintaining confidentiality
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all department safety regulations.

HIDALGO COUNTY

HEALTH ADMINISTRATION DEPARTMENT

Job Title: Imm Trac/PICS Outreach Specialist

FLSA Status: Non-Exempt

Dept. Code: 340

Civil Service Status: Non-Exempt

SUMMARY: Functions as an Imm Trac/PICS Outreach Specialist in the immunization program. Provides moderately complex identification, outreach, education, data entry, and follow-up for the families of children who are consented to participate in the statewide immunization registry, (Imm Trac), but who do not have complete immunization histories in the registry. The specialist will use a variety of methods to identify and locate individuals with incomplete immunization histories. The specialist will contact families of these individuals, and provide education on the purpose and benefits of the immunization registry. The specialist will locate additional immunization records for individuals and ensure that all immunization information is entered into Imm Trac. The specialist will resolve questionable matches in Imm Trac. The specialist will maintain records of all client contacts and the results of outreach activities. The specialist will identify and recruit new registry users (hospitals, pediatricians, and other health care providers), promote the registry to parents and expectant parents, and provide education and technical assistance to birth registrars to increase the number of children included in the registry. The specialist will train registry users on searching the registry, reporting to the registry, and conducting reminder and recall activities. The specialist will promote data registry quality and completeness. The specialist will promote efficient inventory control and ordering practices in private provider offices by providing education on the advantages and benefits of the Pharmacy Inventory Control System (PICS), including automatic vaccine ordering and paperless vaccine reporting. The specialist will train providers who report on paper on PICS procedures and use of the reporting forms. The specialist will perform data entry of paper reporting forms. The specialist will provide technical assistance on the PICS system to providers to ensure appropriate use and compliance.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Utilizes variety of methods (i.e. telephone calls, home visit, school visit, etc.) to identify and contact the families of children who are consented to participate in Imm Trac but who do not have complete immunization records in the registry.
- Provides information to clients, families and providers on the purpose of Imm Trac and the importance of maintaining complete immunization histories in the registry.
- Maintains client files confidential and secure.
- Documents all contacts and education provided and keeps on file. Presents Imm Trac information to providers, schools, and other community groups.
- Presents PICS information to providers which include vaccine ordering and inventory control.
- Provides technical assistance as needed when PICS is implemented within the LHD jurisdiction.
- Trains providers who report on paper on PICS procedures and use of the reporting forms.
- Performs PICS data entry on paper reporting forms.
- Provides on going technical support to PICS users to ensure compliance.

EDUCATION AND EXPERIENCE:

- High School Diploma

- Requisite education/experience to perform the duties required (e.g. nursing, public health technician, Administrative technician).

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employee must have proof of a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by County Insurance carrier.

OTHER SKILLS AND ABILITIES:

- Knowledge of computer applications.
- Thorough knowledge of Imm Trac and PICS.
- Knowledge of laws, rules, and regulations which impact immunizations and Imm Trac.
- Knowledge of immunization recommendations and requirements.
- Skills in utilizing all Imm Trac functions.
- Skill in data entry to maintain client immunization histories in Imm Trac and entry on paper reporting forms.
- Ability to communicate effectively orally and in writing, in English and Spanish.
- Ability to demonstrate presentational speaking in English and Spanish.
- Ability to explain complex information at an appropriate level for individuals and groups.
- Ability to interpret policies and to implement procedures.
- Ability to work other than normal hours including weekends and holidays as assigned.
- Ability to demonstrate computer skills (i.e power point, Microsoft Word, and Microsoft Excel; and have internet research skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and listen. The employee frequently is required to stand, walk; sit, use hands and fingers, handle or feel objects tools or controls; reach, climb or balance, bend, stoop and kneel.

The employee must occasionally lift and/or move objects weighing up to 25 pounds. Visual acuity required by this job includes near and distant vision, depth perception, color perception, and the ability to adjust focus/vision to equal or be corrected to 20/20.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low.

IMMUNIZATION/TB SCREENING REQUIREMENTS:

Employees may be required to receive immunizations recommended by the ACIP, ACP, and TDH based on anticipated disease exposure (e.g. hepatitis B or rabies vaccines) TB skin testing may required.

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and

Responsibilities which may include the following:

- sitting for extended periods of time
- frequent standing, bending and reaching

- operating assigned equipment
- Maintain mental capacity which permits:
 - making sound decisions and using good judgment
 - handling financial affairs effectively and honestly
 - maintaining confidentiality
 - demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all department safety regulations.