



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Health & Human Services #340

CURRENT POSITION TITLE: _____

REQUESTED POSITION TITLE:
(For new positions or reclassifications) TVFC Program Coordinator

DATE: 4/15/08

CURRENT SLOT. #: 003/0111

REQUEST FOR:

- New Position Temporary Position Position Reclassification*

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ _____ \$ 56,546.00 \$ _____

Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
- Other _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____

Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____

Enter hourly rate for temp. positions

Hourly Rate / 2,080 hrs. per year

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

This position is essential to the Immunization Program due to the changes of the program objectives and performance measures that now require a professional to over see the program. The Objectives and Performance measures include, but are not limited to surveillance of vaccine preventable disease, provider education, provider compliance monitoring and nursing staff trainings.

NEW POSITION: Brief job description and attach a copy of the new job description.

(See Attached Job Description)


POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	4/15/08 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY HEALTH ADMINISTRATION DEPARTMENT

Job Title: TVFC Program Coordinator

FLSA Status: Exempt

Dept. Code: 340

Civil Service Status: Exempt

SUMMARY:

Responsible for the general management of the TVFC Program in Hidalgo County Health Department. Performs all TVFC record keeping requirements. Assists with immunization clinics. Communicates vaccine and immunization recommendations/requirements to medical professionals and the general public. Coordinates all facets of the Texas Vaccine for Children Program. Functions under the direction of the Director of Nursing.

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 Assists DON in TVFC Program management activities.
- o Conducts TVFC quality assurance activities to Public Health Clinics and Private Providers
- o Conducts TVFC enrollments and trainings to all enrolled private providers
- o Educates public health and private sector physicians and nurses on vaccine management which includes ordering, receipts, storage, packing, shipping, handling, administration, schedules, recommendations and requirements;
- o Educates and assists the general public with TVFC schedules, recommendations, and requirements
- o Educates and trains on Imm Trac registry
- o Assists with other TVFC population based assessments.
- o Manages Rabies and PPD dispensing Program.
- o Assists with other duties as assigned.

EDUCATION AND EXPERIENCE:

- o High School Diploma or GED;
- o Currently licensed in the state of Texas as a Registered Nurse
- o Formal education and training as an RN, plus 1 year of full-time employment as a practicing nurse plus;
- o Requisite experience to perform the duties required.

CERTIFICATES, LICENSES, REGISTRATIONS:

- 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 working knowledge of the Texas Vaccines for Children Program (TVFC);
- o Considerable knowledge of and ability to interpret agency rules, regulations, policies and procedures;
- o Skilled in the use of desk top computer and software;
- o Ability to establish and maintain effective working relationship with supervisors, co-workers, and subordinates;
- o Ability to communicate effectively both orally and in writing
- o Ability to communicate and deal with health care providers and the general public.
- o Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

- Maybe be required to work other than normal or scheduled hours including weekends and holidays.

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.