

Health Brigade is currently seeking a full-time **Vaccine Coordinator**. The Vaccine Coordinator will oversee all aspects of vaccine administration with the goal of expanding vaccine education and access to the diverse population served by our on-site and outreach community programs.

### **Job Description**

The Vaccine Coordinator oversees all operations of vaccine management and will participate in program development. In conjunction with the Medical Director, the Clinic Manager and the members of the Health Outreach team, the Vaccine Coordinator will develop and implement a program to expand education, access, and uptake to all vaccines that Health Brigade (HB) has access to. Expanding vaccine education and access within our Comprehensive Harm Reduction (CHR)/Needle Exchange program will be a particular focus of program development and the Vaccine Coordinator will ensure that licensed, trained volunteers are available in the field to provide vaccine services. This role works closely with our program staff, volunteers, and partner organizations. The Vaccine Coordinator is responsible for education, vaccine administration, and record keeping including quality data management.

### **EMPLOYMENT QUALIFICATIONS**

- Minimal training as RN with nursing license in the State of Virginia
- Bilingual preferred
- Current BLS
- Experience with vaccine administration and patient education
- Excellent verbal and written communication skills
- Strong clinical management skills (staff and volunteer training, supervision, and scheduling)
- Advanced computer skills including but not limited to use of Word, Excel, Outlook and electronic medical records
- Strong leadership skills
- Sound decision-making and professional judgement

### **RESPONSIBILITIES**

- Ordering, administering, and inventory control of vaccines including tracking usage, wastage and administration, and updating the Virginia Immunization Information System (VIIS) and the electronic health record to accurately reflect vaccine usage.
- Develops and maintains updated administrative policies and materials necessary for vaccine administration such as vaccine standing orders, pre-vaccination checklists, consent forms and vaccine information statements.
- Leads program development of a vaccine education and implementation strategy that is tailored to the various patients and clients who seek our services in the medical clinic and out in the community, including but not limited to:
  - RWB (case management program for persons living with AIDS)
  - HIV prevention programs
  - CHR program/needle exchange
  - Community partners (Latinx outreach programs, VA League for Safer Streets, etc.)

- Participates in community outreach activities to provide vaccine education and administration.
- Develops and implements a plan to ensure that Medical Clinic patients are advised of the vaccines for which they are eligible and routinely notified when they are due for immunization.
- Educates staff, volunteers and the community on the importance of vaccines, including development of educational materials.
- Supervises the training and work of staff and volunteer vaccine educators/vaccinators and maintains training records.
- Quality data management to ensure rigorous internal controls and patient safety, and to monitor improvements in vaccine uptake throughout the organization.
- Works closely with partner organizations on cooperative efforts for community acceptance and participation in the vaccine program.
- Other responsibilities as assigned.

## COMPENSATION

Compensation is commensurate with experience. Full benefit package with paid vacation and holidays

## TO APPLY

1. Email resume and a list of three professional references to: Polly Foster  
pfoster@healthbrigade.org
2. Application questions <https://form.jotform.com/220556663516155>

**Any resume sent without the accompanying application questions or references will not be considered.**

No phone calls please.

Application deadline: March 31th at 5pm.

*Workplace health and safety are paramount at Health Brigade. Therefore, it is **mandatory for working or volunteering** at Health Brigade that you provide verification of the following prior to your first day at Health Brigade:*

- *Verification of last flu vaccine*
- *Verification of TB screening within the past 12 months*
- *Verification of COVID vaccine*

*If you are offered a position as an employee, and you have not met the health requirements, a consult with Health Brigade's Medical Director will be required to develop a plan toward adherence. This may result in delay of your planned start date for service.*

Health Brigade is an Equal Opportunity Employer. For more information go [www.healthbrigade.org](http://www.healthbrigade.org).