Williamson County & Cities Health District  
Texas Vaccine For Children Coordinator  
Program Specialist I

General Description of the Position

Under the supervision of the Community Health Nursing Director, the Texas Vaccine for Children Coordinator (TVFC) will be responsible for coordinating, planning, and developing program activities that promote, educate and train providers in Williamson County. In addition, the TVFC Coordinator will monitor and track compliance as required by the TVFC program, coordinate TVFC program activities at all four public health center locations, and serve as a subject matter expert in immunization and ImmTrac Registry.

Duties, Functions, and Responsibilities

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following: Other related duties may be assigned.

Each WCCHD employee’s job description lists the specific tasks to be accomplished by the position the employee is filling at WCCHD. The WCCHD Responsibilities are a set of general expectations for employees about how they work with each other and the public we serve. Each employee must sign an acknowledgment that they have been informed, understand, and agree to abide by these expectations. Violation of these responsibilities may lead to implementation of WCCHD’s disciplinary procedures. This program is dynamic and specific duties may change as determined by amendments to the grant.

Program Management and Coordination

- Assess, identify, plan, develop and evaluate activities to improve immunization rates in the county
- Monitor, gather and submit monthly, tri-annual and yearly reports to WCCHD Administration and the Texas Department of State Health Services (DSHS)
- Maintain list of current TVFC participants and ensure updated education and expanded opportunities offered by WCCHD is provided
- Through coordination with the Employee Health Nurse, monitor WCCHD employee immunization needs
- Maintain knowledge on current laws affecting vaccine preventable disease
- Enforce state immunization rules and evaluate immunization rates through audits of daycares, Head Start and schools within Williamson County
- Evaluate effectiveness and application of CASA to track clients and ensure a monthly recall from TWICES occurs in each WCCHD public health center site
- Gather and compile information to generate monthly biological reports from all four clinic locations and submit to DSHS Region 7
- Assist public health centers staff as needed during peak seasons of immunization clinics.
- Recruit, train and set up new TVFC providers
Williamson County & Cities Health District  
Texas Vaccine For Children Coordinator  
Program Specialist I

- Participate in planning and implementation of internal and external immunization events  
- Promote all WCCHD communicable disease and preventive health programs during offsite presentations and provider interaction.

**Vaccine Coordination and Management**

- Evaluate vaccine handling procedures and provide technical assistance when applicable  
- Monitor and evaluate refrigerator/freezer/room temperatures to ensure proper storage and handling of vaccine, medicines and medical supplies for all four sites and submit monthly temperature logs to designated staff at Health Service Region 7 (HSR-7) office  
- Approve monthly vaccine orders for all four public health center sites  
- Coordinate redistributing vaccines throughout Williamson County as needed under the TVFC program  
- Monitor alarm systems for refrigerators and follow protocols and contingency plan to ensure proper storage and handling during emergency situations  
- Respond to WCCHD alarms as indicated by Sensaphone alerts when received by telephone contacts

**Immunization Registries**

- Conduct outreach activities to schools and educate the personnel on positive aspects of incorporating TVFC and IMMTRAC in their school health services delivery policy  
- Conduct outreach activities to child care facilities and train personnel to evaluate immunization needs and encourage use of IMMTRAC  
- Offer training and educational sessions for use of ImmTrac  
- Monitor the TWICES system for duplicate client records and immunization status  
- Provide information to clients, families, and the general public on the purpose of ImmTrac, the benefits of ImmTrac participation, and the importance of maintaining a complete immunization history in ImmTrac  
- Evaluate and resolve questionable matches found in ImmTrac (when available)

**TVFC Program Quality Assurance/Continuous Quality Improvement**

- Review clinical reports to assure compliance with TVFC mandates  
- Identify inappropriate vaccine management and refer to appropriate resources  
- Monitor TVFC program within WCCHD and Williamson County  
- Assure follow-up of findings of all audits and compliance with recommendations  
- Assist with the development and implementation of Immunization Training Class preparation and presentation  
- Conduct a TVFC provider update on an annual basis  
- Identify inappropriate vaccine management and refer to appropriate resources  
- Assist (when requested) staff of Texas Medical Foundation in conducting assessments and inspections for TVFC providers to assure compliance with federal and state rules  
- Communicate with providers about upcoming training opportunities, immunization updates, program changes, etc.  
- Maintain knowledge of current TVFC updates and inform WCCHD staff
Williamson County & Cities Health District
Texas Vaccine For Children Coordinator
Program Specialist I

• Ensure that all WCCHD staff on TVFC contract review the Immunization Program Operations Manual (IPOM) and EpiVac upon hire with updates on an annual basis

Education, Information, Training, and Collaborations
• Educate community groups and health care professionals regarding immunizations
• Conduct educational, promotional, and outreach activities for the general public to enhance immunization awareness, including distribution of DSHS-provided materials
• Assess community immunization concerns and determine methods for best resolution
• Provide training and updates to local health and medical providers on topics such as immunizations, and vaccine preventable diseases
• Mobilize community partnerships to extend outreach efforts to involve agencies and organizations with influence in children’s programs
• Serve as a subject matter expert for the Texas Vaccine for Children program.
• Conduct outreach activities for the general public and for providers to enhance awareness of all public health services in Williamson County

Other duties as assigned

In the event of a public health emergency, employees may be called upon to support WCCHD’s response in ways that are outside the usual scope of their job responsibilities. This may involve working hours that are outside the employee’s usual work hours. Employees will not be required to perform duties that are outside of their competence or professional licensure.

• Participates on internal workgroups/committees, as assigned (i.e. community relations, CQI)
• Participates on external/community workgroups/committees/coalitions, as assigned

Education and/or Equivalent Experience
• Graduation from an accredited four-year college or university with major course work in social services, public health, nursing or a related field is required
• Experience and education may be substituted for one another
• Experience in public health work preferred

Knowledge, Skill, and Abilities
Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed without posing a direct threat to the health or safety of self or others.

• Knowledge of computer applications—proficiency in the following: Microsoft Word, Excel, MS Access, Publisher, Internet
• Knowledge of proper use of telephone
• Knowledge of state required immunizations
• Knowledge of ACIP recommended vaccination schedules for infants, children/adolescents, and adults
Williamson County & Cities Health District
Texas Vaccine For Children Coordinator
Program Specialist I

- Knowledge and accountability of DSHS guidelines and TVFC standards
- Skills in effective oral and written communication
- Skills in building and maintaining community partnerships
- Skills in identifying appropriate education materials to fit varied audiences
- Skills in presenting information in various formats to children, teenagers, and adults
- Skills in public speaking
- Skills in math calculations
- Ability to motivate and provide effective leadership
- Ability to demonstrate cultural and linguistic competency
- Ability to follow instructions and work independently
- Ability to perform essential job functions with reasonable accommodation
- Ability to travel daily and attend overnight conferences
- Ability to organize and utilize effective time management
- Ability to be multifaceted and ability to multitask
- Ability to give constructive evaluations in a positive manner
- Ability to demonstrate versatility and flexibility
- Maintain current driver’s license, auto liability insurance, and reliable transportation

ENVIRONMENTAL FACTORS
- Works mostly in a well-lighted, air-conditioned office
- May work in various WCCHD offices around the county and in a variety of community locations
- Some work activities may be outdoors and therefore, employee will be exposed to heat and cold
- May have extensive contact with the public
- May have contact with persons who may be infected with contagious diseases
- Must comply with WCCHD immunization policy requirements
- Tobacco-free workplace

Number and Type of Personnel Supervised by This Position: 0
Name of Immediate Supervisor:
Stella Mulhollan, BA, RN, Community Health Nursing Director

Work Assignment Location and Hours:
100 W. 3rd Street, Georgetown, TX. 78626
1.00 FTE generally 8:00 am – 5:00 pm Monday – Friday. Work may require occasional early morning, evening, weekend or holiday hours. Work/training may require occasional overnight travel. Extended hours may be required in event of public health emergency.

These job responsibilities have been reviewed with me by my supervisor and I agree that they accurately reflect my current assignment. I acknowledge that these responsibilities may change over time to accomplish the work of the Health District and that I may be required to assume other responsibilities in time of public health emergencies.