General Description of the Position

Under the supervision of the Disease Control and Prevention Director, the Texas Vaccine for Children (TVFC) Coordinator will be responsible for recruiting, coordinating, planning, and developing program activities that promote, educate and train providers who participate in the TVFC program in Williamson County. In addition, the TVFC Coordinator will monitor and track compliance as required by the TVFC program, provide TVFC program guidance to external providers as well as 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 grant.

(30%) TVFC Policy Development and Program Planning

- Manages the implementation of the TVFC public health program consistent with public health laws and regulations and the current *DSHS Immunization Contractors Guide for Local Health Departments*.
- Provides guidance to internal and external TVFC providers in developing plans to implement TVFC policies and programs at their clinics.
- Develops mechanisms to monitor and evaluate the TVFC program in Williamson County for its effectiveness and quality.
- Develops strategies for quality assurance of TVFC-related information and continuous quality improvement of procedures.
- Utilizing results of program evaluations and reports; coordinates with District Leadership to integrate TVFC program planning into strategic plans of WCCHD.
- Promotes a health care workforce within WCCHD’s service area (including WCCHD staff) that is knowledgeable about vaccines, vaccine safety, vaccine-preventable diseases, and delivery of immunization services.
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Texas Vaccine For Children Coordinator
Program Specialist I

- Assures annual reenrollment of WCCHD in TVFC program provider agreement.

(30%) Analysis and Assessment
- Completes 100% of the follow-up activities, designated by DSHS, for TVFC provider quality assurance site visits assigned by DSHS.
- Assures follow-up of findings of all audits and compliance with recommendations.
- Assures contact of 3% or 250 children per FTE (whichever is more) who are not up-to-date on their immunizations according to the ImmTrac-generated client list provided to the contractor by DSHS at the beginning of each reporting period.
- Completes 100% of child-care facility and Head Start center assessments, in accordance with the Immunization Population Assessment Manual, as assigned by DSHS. Provides results to facilities in addition to any technical assistance necessary. Assures corrective action plans are in place and followed each year.
- Completes 100% of public and private school assessments, retrospective surveys, and validation surveys, in accordance with the Immunization Population Assessment Manual, as assigned by DSHS.
- Reports number of doses administered to uninsured children monthly, as directed by DSHS.
- Reports the number of unduplicated uninsured clients served, as directed by DSHS.
- Employs ethical principles in the collection, maintenance, use, and dissemination of TVFC-related data and information.
- Uses information technology to collect, store, and retrieve data and perform quality assurance on TVFC-related data and information.
- Provides routine reports to Section and District Leadership on TVFC-related data and information.
- Utilizes the AFIX (Assessment, Feedback, Incentives, and eXchange) online tool and methodology, found in the Immunization Quality Assurance Tool Resource Manual, to assess immunization practices and coverage rates for all sub-contracted entities and non-local health department Women, Infant and Children (WIC) clinics.
- Generates immunization provider coverage rates using the Comprehensive Clinic Assessment Software Application (CoCasa), as specified by DSHS.
- Utilizes the Center for Disease Control and Prevention (CDC) Provider education, Assessment, and Reporting (PEAR) system to document TVFC quality assurance site-visits for all sub-contracted entities and non-local health department Women, Infant and Children (WIC) clinics. Submits the final assessment results in the PEAR system within 10 days of conducting the visit.
- Utilizes the CDC PEAR system to document TVFC unannounced storage and handling visits conducted at TVFC provider offices. Submits the final unannounced storage and handling visit results in the PEAR system within 10 days of conducting the visit.
(15%) Community Dimensions of Practice and Communications

- Conducts or assures outreach regarding vaccinations for children (19 through 35 months of age in Williamson County) included on the list distributed by DSHS at the start of each quarterly reporting period.
- Performs or assures outreach and education activities targeting adolescents 14 to 18 years of age and their parents via health-care providers, health-care clinics, hospitals, and any other health-care facility providing health care to adolescents 14 to 18 years of age to satisfy Texas Health and Safety Code Chapter 161, Subsection A, Section 161.0095 requirements.
- Performs or assures additional outreach and educational activities to focus on high schools, colleges, and universities.
- Conducts educational, promotional, and outreach activities for the general public to enhance immunization awareness, including distribution of DSHS-provided materials.
- Recruits, trains and sets up new TVFC providers.
- Maintains list of current TVFC participants.
- Conducts TVFC provider update on an annual basis, including information about upcoming training opportunities, immunization updates, program changes, etc.
- Promotes all WCCHD communicable disease and preventive health programs during offsite presentations and provider interactions.

(10%) Financial Planning and Management

- Oversees TVFC/IMMTRAC budget; makes adjustments to assure optimum utilization of funds.
- Ships or oversees shipment of overstocked vaccines and vaccines approaching expiration to alternate providers for immediate use when instructed to do so by the DSHS Health Service Region (HSR) Immunization Program Manager to avoid vaccine waste.
- Responds to alarms as indicated by Sensaphone alerts on TVFC storage refrigerators and/or freezers when received by telephone contacts.
- Participates in planning and implementation of internal and external immunization events.

(10%) Staff Supervision and Leadership

- Serves as a subject matter expert for the Texas Vaccine for Children program.
- Maintains thorough working knowledge of policies and procedures (WCCHD and DSHS TVFC); assures that support staff is also kept current.
- Ensures that all WCCHD staff on TVFC contract review the Immunization Program Operations Manual (IPOM) and EpiVac upon hire with updates on an annual basis.
- Participates with Section Director in alignment of TVFC program activities with WCCHD strategic planning.
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- Supervises and leads TVFC staff. Coordinates job assignments and approves leave requests.
- Oversees staff training to assure required and needed training is scheduled, provided, and completed.
- Assures that staff members at site participate in safety drills and comply with weather advisories.
- Completes job performance evaluations in a timely and professional manner, as they are due.

(5%) 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. marketing/communication, quality management (QM)
- Participates on external/community workgroups/committees/coalitions, as assigned

Education and/or Equivalent Experience

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

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 state required immunizations
- Knowledge of ACIP recommended vaccination schedules for infants, children/adolescents, and adults
- Knowledge of DSHS guidelines for TVFC program requirements
- Skill in Microsoft Office applications including, but not limited to: Microsoft Word, Excel, MS Access, Outlook
- Skill in effective oral and written communication
- Skill in building and maintaining community partnerships
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- Skill in identifying appropriate education materials to fit varied audiences
- Skill in presenting information in various formats to children, teenagers, and adults
- Skill in culturally competent public speaking
- Skill in data analysis and quality assurance review
- Ability to set priorities and achieve program goals
- Ability to organize and utilize effective time management
- Ability to give constructive evaluations in a positive manner to both internal and external partners
- 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
- Maintain current driver’s licenses, 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 employee may 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
- Tobacco-free workplace
- Must comply with WCCHD Immunization policy

Number and Type of Personnel Supervised by This Position: 2
Public Health and Prevention Specialist I
Public Health and Prevention Specialist II

Name of Immediate Supervisor:
Virginia L. Headley, PhD, Director, Disease Control and Prevention

Work Assignment Location and Hours:
211 Commerce Blvd., Round Rock, TX 78664
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.

Employee’s Signature

_______________________________________

Date

Supervisor’s Signature

_______________________________________

Date

Deputy Director Signature

_______________________________________

Date