YUROK TRIBE JOB DESCRIPTION
VACCINE COORDINATOR

Job Title: Vaccine Coordinator          Job Grade: 7/8
Department: Public Health               Location: Various
Reports To: Public Health Registered Nurse
FLSA Status: Non-Exempt

ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE

Salary Range: $22.04-24.16/24.16-31.52

POSITION SUMMARY:

The Vaccine Coordinator is responsible for coordinating all aspects of the Yurok Tribe’s vaccination program which shall include oversight and/or collaboration with staff, volunteers, outside vendors, and/or vaccine partners. The Vaccine Coordinator will manage all aspects of immunization including but not limited to ordering, inventory, storage, and staff training in compliance with state and federal guidelines. The Coordinator will work with the Public Health Officer to establish and adhere to all mandatory record-keeping requirements to document and report vaccinations administered through the Yurok Public Health Department or with community partners or the larger medical community. The Coordinator will be the primary contact for the California Immunization Registry (CAIRs) within the Yurok Tribe.

DUTIES AND RESPONSIBILITIES:

1. Work with community partners such as United Indian Health Services and County Public Health to coordinate vaccination efforts for Yurok tribal employees and tribal members as needed.
2. Ensure culturally relevant vaccine education information is available within the Yurok community. Provide support to individuals to develop information based on updated Vaccine Information Sheets provided by the State.
3. Maintain all necessary immunization records for Yurok tribal employees as deemed appropriate by the Public Health Officer and in coordination with Human Resources.
4. Adhere to all vaccine management responsibilities according to the Vaccine for Children program (VFC) and state and/or federal requirements including vaccine inventory, storage and handling, and monitoring of vaccines stored at any Yurok facility.
5. Utilize the state CAIRs system for access to vaccination records as needed/appropriate.
6. Data entry into CAIRs and/or Yurok Public Health software platform for thorough and complete data exchange.
7. Work with Yurok Information Technology Department, vendors, and/or state and federal agencies to facilitate data migration as needed.
8. Must be able to travel within assigned region.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to exhibit a professional and positive attitude and a good work ethic.
2. Ability to prioritize workload, set and meet deadlines.
3. Ability to follow directions given by assigned local health department and Yurok public health staff to ensure the needs of the program are being met.
4. Exhibit excellent interpersonal skills required and ability to interact professionally with culturally diverse populations.
5. Ability to think critically and use good judgement in all decision making.
6. Fluency in languages other than English is a PLUS.
7. Ability to show empathy to distressed individuals.

MINIMUM QUALIFICATIONS:

1. Previous experience as an MA or LVN is preferred.
2. Ability to speak, read, and write English.
3. Ability to handle confidential information with discretion and professionalism.
4. Preferred Yurok resident for greater than one year, with familiarity with counties/villages/communities.
5. Maintain a valid driver’s license.

EDUCATION:

Grade 7: A bachelor degree or one year of specialized experience is qualifying.
Grade 8: A bachelor degree and one year of experience.

Specialized Experience is considered experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience are not required to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

CONDITIONS OF EMPLOYMENT:

1. The job environment may be busy with frequent interruptions.
2. Significant travel through the region and Yurok Reservation and Service Area will be required.
3. The employee is expected to make adjustment when necessary to meet the changing needs of the state and local health departments.
4. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
5. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s
license. Must be insurable on the Tribe’s insurance policy.

6. Must pass a comprehensive background check.

7. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

8. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

9. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.

10. VISION REQUIREMENTS:
    • Close vision (clear vision at 20 inches or less).
    • Color vision (ability to identify and distinguish colors).
    • Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
    • Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, ________________________________, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

_________________________________________  ___________________________  _______________________
Employee Signature                               Date                             Employee #

_________________________________________  ___________________________
Supervisor Signature                                Date