**SPOKANE REGIONAL HEALTH DISTRICT**

**Human Resource Services**

**Volunteer Position Description**

**Position:**  Vaccinator

**Position Purpose:**  The volunteer will work approximately 1-4 hours an event.  1-10 events will be held annually. Vaccinators can only include medical professionals licensed to administer vaccines. Volunteers will participate in point-of-dispensing (POD) planning and post-event evaluations. Volunteers will be responsible for administering licensed vaccines during community immunization clinics coordinated with the help of SRHD.

|  |  |
| --- | --- |
| **Volunteer Name:**  | TBD  |
| **Division:**    | Disease Prevention and Response  |
| **Program(s):**    | Immunization Outreach   |
| **Volunteer Supervisor:**    | Susan Sjoberg/Alexandra Hayes  |
| **Position Status:**  |  Regularly Scheduled                    **Project**       On Call for Emergencies  \_\_\_\_\_ hours/week  |
| **Starting Date:**  | 01/01/2015  |
| **Ending Date:**  | 12/31/2016  |
| **Date Submitted to HR:**    | 12/15/2014  |

**% Time      Essential Functions and Basic Duties**

|  |  |
| --- | --- |
| 85%  | * Administering licensed pediatric and adult vaccine
 |
| 10%  | * Immunization Clinic Planning and Post-Event Debriefs
 |
| 3%  | * Participate in required skills training
 |
| 2%  | * Other duties as related/required.
 |

**Knowledge, Skills and Abilities:**

Familiar with current recommended immunization schedules; Knowledge of vaccine administration methods (SQ & IC); ability to administer vaccine (SQ or IC); knowledge of vaccines; Dependability with completing tasks on time, strong verbal and written communication skills, ability to work within a team setting with minimal oversight; maintains professionalism at all times, exhibits sound and accurate judgment, and follows policies and procedures at all times.

**Minimum Qualifications**

**Education:  2-4 year certification- MA, BSN, MSN and current licensure**

**Experience:**  Experience administering vaccines to children

**Desired Education, Experience and Skills:**Ability to perform vaccination methods with minimal assistance; ability to operate efficiently in a fast-paced, high-volume mass vaccination clinic; ability to understand and adhere to clinic operation protocols and plans; build trust/rapport with children and parents/caregivers; ability to listen, observe, communicate, understand, build trust with staff and the public; and ability to work in a proactive team environment in a position that requires a high level of accountability.

**Work Environment and Physical Demands:**

 Indoors, walking/standing 1-3 hours with .5-2 hours of sitting/standing

 Ability to navigate community sites (unpaved walkways, stairs, narrow hallways)

 Communication skills to interact effectively with people.

 Comprehend and process verbal communication

 Visual acuity to read small print.

 Ability to discern colors.

 Ability to discern odors.

 Ability to bend, twist, stoop on a regular or  occasional basis.

 Ability to lift and carry up to 25 pounds on a regular or  occasional basis.

 Ability to type, file and complete forms with or without accommodation.

 Ability to operate a vehicle or otherwise access multiple sites in a timely manner.

**Volunteer Acknowledgement**

Volunteer Signature: Date:

Volunteer’s Supervisor Signature: Date:

Division Director Signature: Date:

Human Resource Signature: Date: