



# North Eastman Health Association Inc. Job Description

## Program Clerk Community Programs

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### Position Summary

Under the direction of the regional immunization coordinator, the Program clerk works with health professionals, students, school personnel, clients, and volunteers to implement community and school based immunization programs in accordance with the North Eastman Association Mission, Vision and Values.

**Reports To:** Communicable Disease Control Manager

**Union :** MGEU-Community Support

### Qualifications:

- Completion of Grade 12.
- Demonstrated proficiency in computer applications.
- Excellent communication skills-oral and written.
- Ability to maintain positive working relationships in a team based working environment.
- Ability to work in high paced environment.
- Demonstrates ability to display professional conduct at all times when dealing with internal and external partners
- Valid driver's license and a vehicle.
- Be willing to travel within the NEHA region.
- Be willing to work flexible hours.

Position Duties and responsibilities:

- Assist with clinic set up/take down
- Greet clients and assist with clinic flow.
- Obtain client information and document using specific documentation forms.
- Complete data look-up/ entry as required.
- Photocopying and filing as required.
- Other duties as assigned.

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