



**North Eastman Health Association Inc.  
Job Description**

***Program Clerk Community Programs***

**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. The Program Clerk position functions in a manner consistent with, and supports the Mission, Vision, & Values of the North Eastman Health Association.

**Reports To:** Communicable Disease Control Manager

**Location:** To be determined

**Supervises:** Not applicable

**Union:** MGEU – Community Support

**QUALIFICATIONS:**

**Education and Experience**

- Completion of Grade 12.
- Demonstrated proficiency in computer applications.

**Knowledge, Skills and Abilities**

- 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:**

- Provides clerical support as assigned by the Communicable Disease Control Manager/ Immunization Coordinator.
- Assist with clinic set up/take down.
- Greet clients and assist with clinic flow.
- Obtain client information and document using specific documentation forms.
- Photocopying and filing as required.

**Data Entry**

- Entering immunization data into MIMS (Manitoba Immunization Monitoring System) and regional databases.
- Filing of consent forms to archive.
- Uses MIMS to retrieve or verify records of clients or students as required.
- Other duties as assigned.

**Workplace Safety and Health**

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

**Patient Safety**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
- Other duties as assigned.

Revised: \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Vice President/ CEO Date

Reviewed by: \_\_\_\_\_  
Director, Human Resources Date