



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

Immunization Coordinator

Position Summary

The Regional Immunization Coordinator is responsible for facilitating the implementation, monitoring, and evaluation of regional immunization programs. In collaboration with the Medical Officer of Health, the Public Health Manager, and community stakeholders, the regional Immunization Coordinator provides consultation and education to immunization providers. The regional Immunization Coordinator ensures that services are offered in accordance with the established guidelines of the Communicable Disease Control Unit at Manitoba Health and the North Eastman Association's Mission, Vision and Values.

Reports To: Public Health Manager

Union : Manitoba Nurses Union

Qualifications

Education and Experience:

- B.N. with active CRNM registration.
- Two or more years related experience in Public Health nursing.
- Current CPR certification.
- Valid driver's license and vehicle required.

Knowledge, Skills and Abilities

- Demonstrated level of understanding of all childhood and adult immunization programs.
- Excellent communication skills.
- Excellent organizational skills.
- Ability to establish and maintain positive working relationships in a team environment.
- Ability to develop strong partnerships with internal and external partners.
- Demonstrated teaching experience using the principles of adult education.
- Demonstrated leadership skills.

Position Duties and Responsibilities

1. Facilitates the implementation, monitoring, and evaluation of regional immunization programs based on best practice:
 - Assists the Public Health Manager with the preparation of funding proposals for new and existing immunization programs.
 - Effectively manages surveillance of immunization programs.
 - Effectively evaluates immunization programs in accordance with regional and Manitoba Health standards.
 - Works in collaboration with staff educators to facilitate implementation of staff immunization programs - influenza/ pneumococcal.
 - In conjunction with the Medical Officer of Health and the Public Health Manager, summarizes vaccine associated adverse events.

2. Vaccine Management
 - Orders and monitors vaccine usage/ wastage.
 - Facilitates the maintenance of the vaccine cold chain.
 - Assists the Public Health Manager in developing and updating immunization policies and protocols.

3. Education
 - Works with the Medical Officer of Health/ Communicable Disease Control Unit MB. Health to provide education to regional immunization providers regarding vaccines and vaccine preventable diseases.
 - Orientation of new Public Health Nurses and casual Immunization Nurses re: vaccine and vaccine preventable diseases.
 - Participates in educational opportunities related to the position.
 - Participates on provincial and regional committees related to vaccine and vaccine preventable diseases. e.x. pandemic influenza/ Immunization Coordinators.

Revised: July 13, 2004
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Director, Human Resources Date