**Reports To:** Nursing Supervisor

**Job Summary:** Work with medical department personnel to promote an efficient, safe, working environment for staff and patients.

**Duties & Responsibilities:**

1. Entering and maintaining data in EMR and the state registry, “Child Profile”.
2. Administering immunizations in the clinic for walk-in patients not requiring a provider’s visit.
3. Home immunization visits.
4. Administering immunizations clinic wide.
5. Maintaining recall and sending out monthly mailings – contacting parents to bring their children in for well child visits and immunizations.
6. Reporting monthly to the Health Department.
7. Keeping adequate supply of vaccines on hand.
8. Monitoring refrigerators twice daily.
9. Scheduling a day to travel with WIC or to do home visits to catch children up on immunizations.
10. Working with receptionists to remind patients to bring in their child’s immunization records.
11. Reviewing schedules in advance.
12. Obtaining daily child profile sheets.
13. Keeping the vaccine information sheets current.
14. Continuing ability to work as clinic RN/LPN (see duties and responsibilities of such).
15. Assisting with QI data.
16. Assisting with DOH grant – CASA reports and Immunization Plan.

**Minimum Qualifications:**

1. [State] Nursing License for Registered Nurse/Licensed Practical Nurse or Medical Assistant (Category E).
2. Caring attitude, commitment to serving low-income people.
3. High degree of organization and accuracy.
4. Ability to work under stress.
5. Possess considerable initiative and judgment.
6. Ability to communicate with patients in a courteous, professional, and kindly manner.
7. Ability to meet and communicate with a variety of persons, both formally and informally.
8. Thorough knowledge of immunization and nursing procedures.
9. Familiar with uses and effects of medicine and narcotics.
10. Knowledge of Child Profile.
11. Familiarity with and general working knowledge of computers.

**Preferred Qualifications:**

Bilingual (Spanish/English)

**Typical Physical Demands:**

1. Frequent sitting, standing, stooping, pushing and pulling.
2. Frequent lifting up to 20 pounds.
3. Ability to communicate by speaking and hearing in person or on the phone.
4. Good vision for close work and reading computer screens.
5. Ability to differentiate between colors.