



Vaccines for Children/Immunizations (VHC) Public Health Nurse

Position Summary:

The Vaccines for Children/Immunizations Public Health Nurse is responsible for ensuring the administration of effective and timely infant and childhood vaccinations. This position implements the CDC Vaccines for Children program. This public health nurse provides professional nursing vaccination services in clinics, homes, and communities.

Essential Duties:

- Assesses patients' health histories and determines if vaccination is contraindicated.
- Provides information regarding vaccines to patients, parents, and healthcare providers.
- Administers vaccines according to established guidelines from the Centers for Disease Control and Prevention (CDC) and other organizations, such as the American Academy of Pediatrics (AAP).
- Educates patients about the risks and benefits of vaccines and about other disease prevention practices.
- Coordinates with other members of the patient's healthcare team, including physicians, social workers, and pediatricians.
- Schedules vaccination appointments.
- Maintains accurate records of patient visits and vaccination history in a chart or database, as appropriate.
- Maintains patient confidentiality and complies with HIPAA requirements.
- Maintains patient records to ensure that patients receive vaccines in accordance with approved immunization schedules.
- Manages inventory and transport of vaccine(s) to maintain the cold chain.
- Follows biohazardous waste disposal and transport procedures.
- Maintains appropriate infection control standards and precautions.
- Supports the department's communicable disease team in disease surveillance and investigation including illness-report follow up with patients, laboratories, and health professionals following state protocols.
- Performs other related duties as required.

The above statements reflect the general duties considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

Core Competencies for Public Health Professionals:

The Core Competencies for Public Health Professionals contain 56 competency statements that apply across the public health workforce for all those engaged in the practice of public health. All of the Core Competencies are vital for the effective provision of public health activities. While the person in this position may be called on to demonstrate other Core Competencies, below is a list of the most essential for this position.'

- 3.2 Communicates with internal and external audiences.
- 3.3 Responds to information, misinformation, and disinformation.
- 4.1 Applies principles of ethics, diversity, equity, inclusion, and justice
- 4.3 Recognizes the diversity of individuals and populations.

- 4.4 Reduces systemic and structural barriers that perpetuate health inequities.
- 4.5 Implements organizational policies, programs, and services to achieve health equity and social and environmental justice.
- 5.4 Collaborates with community members and organizations.
- 6.2. Applies public health sciences in delivering the 10 Essential Public Health Services.
- 6.3. Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services.
- 6.4. Contributes to the evidence base for improving health.
- 7.13. Engages in performance management.

Qualifications:

- Bachelor's degree required (BSN), MSN degree preferred.
- Licensed as a Registered Nurse (RN).
- 5 years of experience providing vaccinations.
- Current CPR / First Aid certification.
- Bilingual (English/Spanish) preferred.
- Pediatric experience a plus.

Required Knowledge, Skills, and Abilities:

- Knowledge of current recommendations of the Advisory Committee on Immunization Practices.
- Knowledge of medical terminology and appropriate abbreviations.
- Knowledge of approved infant and childhood vaccine schedules.
- Knowledge of vaccine recording keeping processes.
- Knowledge of the CDC Vaccines for Children program.
- Customer service skills.
- Verbal and written communication skills.
- Ability to work effectively with all members of the health care delivery team.
- Ability to work with the public and diverse populations.
- Ability to interact appropriately and effectively with a wide range of people.
- Ability to maintain and handle confidential information.
- Ability to follow protocol, procedures, and established guidelines.
- Ability to adapt to changing circumstances and needs.
- Ability to manage a demanding and changing workload.
- Demonstrated strong work ethic.

Physical Demands:

- Alternating between standing and sitting
- Driving
- Fine motor manipulation
- Hearing
- Keyboarding
- Near visual acuity
- Peripheral visual acuity
- Sitting
- Reaching overhead or below
- Speaking
- Gross motor manipulation (working with fingers)

The Health Department is an equal opportunity employer.

This work is supported by funds made available from the Centers for Disease Control and Prevention (CDC) of the U.S. Department of Health and Human Services (HHS), National Center for STLT Public Health Infrastructure and Workforce, through OE22-2203: Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems grant. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by CDC/HHS, or the U.S. Government.