

Maternal and Child Health/Immunizations Project Supervisor

Position Summary:

The Maternal and Child Health /Immunization Project Supervisor is responsible for promoting the health of children with particular attention to reducing racial and ethnic disparities in health outcomes. This position also manages access to immunizations; immunization quality improvement; participation in Federal and state immunization reporting programs; and the provision of community, individual, and provider education.

Essential Duties:

- Provides clinical expertise and guidance to ensure the provision of high-quality department professional Maternal and Child Health (MCH) services in clinics, homes, and communities.
- Ensures that Title V Block Grant deliverables are met by the end of each reporting year.
- Maintains an inventory of immunization provider education for CDC compliance and ensures that all MCH program staff keep the inventory current.
- Uses provider immunization education inventory to plan and implement education efforts.
- Manages the department's infant and childhood immunization efforts:
 - Manages and implements multiple required and suggested activities defined in the workplan for the Immunizations and Vaccines for Children (VFC) CDC grant.
 - Oversees VFC providers compliance reviews.
 - Designs and establishes quality assurance protocols to increase the efficiency of the VFC Program.
 - Implements vaccine management and accountability policies.
 - Oversees the Immunization Quality Improvement for Providers (IQIP) program and serves as back-up to the IQIP specialist.
 - Oversees immunization provider education.
- Performs 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.

- 1.1. Describes factors that affect the health of a community.
- 1.2. Accesses existing quantitative and qualitative data.
- 1.6. Uses quantitative and qualitative data.
- 2.1. Develops policies, programs, and services.
- 2.2. Implements policies, programs, and services.
- 2.3. Evaluates policies, programs, services, and organizational performance.
- 2.4. Improves policies, programs, services, and organizational performance.

- 2.5. Influences policies, programs, and services external to the organization.
- 2.6. Engages in organizational strategic planning.
- 2.7. Engages in community health improvement planning.
- 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.
- 6.3. Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services.
- 7.3. Manages human resources.
- 7.4. Engages in professional development.
- 7.7. Implements organizational policies, programs, and services to achieve diversity, equity, inclusion, and justice.
- 7.8. Manages programs and services.
- 7.9. Engages in contingency planning.
- 7.10. Applies critical thinking in decision making.
- 7.11. Engages individuals and teams to achieve program and organizational goals.
- 7.12. Facilitates collaboration among individuals, groups, and organizations.
- 7.13. Engages in performance management.
- 8.4. Creates opportunities for creativity and innovation.
- 8.5. Responds to emerging needs.

Qualifications:

- Bachelor's degree required (BSN), MSN degree preferred.
- Licensed as a Registered Nurse (RN), issued by the Pennsylvania State Board of Nursing.
- 5 Years of experience.
- Current CPR / First Aid certification.
- Bilingual (English/Spanish) preferred.
- Pediatric experience a plus.

Required Knowledge, Skills, and Abilities:

- Knowledge of the principles of public health nursing.
- Knowledge of all areas of maternal child health and childhood vaccines.
- Knowledge of general medical, adolescent, and pediatric diseases and conditions.
- Knowledge of the Vaccines for Children program.
- Verbal and written communication skills
- Problem solving and decision-making skills.
- Relationship-building skills.
- Ability to collaborate with other organizations.
- 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:

- Driving
- Far visual acuity
- Near visual acuity
- Hearing
- Keyboarding
- Sitting
- Speaking

The Health Department is an equal opportunity employer.

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