

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Public Health Technician -Immunization	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services and Health-Public Health Unit	REPORTS TO:	HSS - Public Health Officer
LOCATION:	Office Building	DATE:	March 1, 2001
LABOR GRADE:	Dodge County Three (3)	REVISED:	9/9/2010; 2/15/2011, 3/15/13
OVERALL PURPOSE/SUMMARY			
Under the general direction of the Public Health Officer, provides clerical and technical assistance in immunization clinics. Organizes immunization clinics. Supervises volunteers.			
PRINCIPAL DUTIES AND RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Ensures organization of immunization clinics. Some travel may be required. 2. Ensures that adequate supplies are available at immunization clinics. 3. Responsible for ordering vaccines and ensures vaccine inventory is adequate. 4. Performs selected screening tests; records or graphs information. 5. Performs duties on computer such as daily input, reports, backup, etc. 6. Compiles statistical data for selected programs. 7. Trains volunteers in selected programs. 8. Receives telephone/TDD and visitor inquiries and provides information or directs inquiry to proper source of information or service. 9. Sets up appointments. 10. May assist with WIC program as required. 11. Regular attendance and punctuality required. 12. Performs related duties as may be required or assigned 			
JOB SPECIFICATION			
KNOWLEDGE, SKILLS, AND ABILITIES			
Working knowledge of computer programs currently in use in the Unit.			
Knowledge of various Public Health programs related to position.			
Knowledge of immunization schedules, legal requirements, proper forms, necessary supplies, and ordering procedures.			
Ability to make meaningful observations and evaluations.			
Ability to accurately and thoroughly review and record information, including mathematical items, and process same in a timely manner.			
Ability to do simple lab tests for children and adults in a safe and competent manner.			
Ability to work well with people in various circumstances.			
Ability to be flexible with regard to work hours and tasks, and be able to manage effectively multiple tasks.			
Ability to work under pressure in a detail oriented environment.			
Ability to treat matters confidentially.			
Must have reliable transportation and meet requirements of Dodge County Driver Qualification Program.			
EDUCATION AND EXPERIENCE			
High school diploma or GED equivalent, four (4) years experience working with children's immunization schedules or working as a medical assistant in a medical practitioner's office which specializes in pediatrics or family practice. Bi-lingual skill in Spanish is preferred. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.			
WORKING CONDITIONS			
Normal office working conditions. Potential to work in adverse interpersonal situations. Some travel may be required.			
PHYSICAL DEMANDS			
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.			
ACKNOWLEDGEMENTS		FOR HUMAN RESOURCE USE	
EMPLOYEE SIGNATURE:		ANALYST(S):	
DATE:		DATE:	
SUPERVISOR SIGNATURE:			
DATE:			

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.