

GRADE: 12
DIVISION: PREVENTIVE HEALTH SERVICES

POSITION SUMMARY:

Under the direction of the Immunizations Manager, 50% of this position will consist of being responsible for the oversight and coordination of activities for the Tulsa Area Immunization Coalition (TAIC); the remaining 50% will involve providing direct and indirect professional public health nursing services to clients, with the goal of improving immunization rates in the Tulsa County area.

PRINCIPAL DUTIES/RESPONSIBILITIES:

The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary:

ESSENTIAL JOB FUNCTIONS (TAIC Coordinator 50% of Time):

1. Responsible for planning, implementing, and evaluating activities of the TAIC, with the TAIC executive board according to bylaws.
2. Provide general oversight of TAIC activities and projects.
3. Coordinate and facilitate TAIC meetings, board meetings, and committee meetings.
4. Recruit and maintain a diverse coalition membership with local and state partners.
5. Continuously evaluate coalition effectiveness.
6. Identify fund-raising and/or grant writing opportunities for TAIC activities.
7. Serve as a consultant to develop community partnerships. Work with local groups and the Tulsa Health Department to assist with community planning and health needs assessment; health outcomes evaluations; and improving immunization delivery practices.
8. Plan, coordinate, and conduct TAIC educational, training, and networking opportunities.
9. Establish and maintain a current database of community resources and agencies with immunization interests.
10. Coordinate community education opportunities, such as KICK packets.
11. Evaluate and maintain resources for immunization-related information.
12. Partner with THD to maintain TAIC website; suggest and develop marketing and media materials, campaigns, and opportunities; and represent THD and TAIC as a subject area expert in response to media requests.
13. Direct and assist TAIC to encourage and influence policy change by developing position statements; reviewing and recommending policy endorsements; and advocating for policy/legislative endorsement.

ESSENTIAL JOB FUNCTIONS (Public Health Nurse 50% of Time):

1. Under general supervision, this position will provide public health nursing services to clients, primarily in the immunization clinic or caring van.
2. Participate in staff meetings, quality circle activities, and appropriate in-service training.
3. Complete required training in support of duties and responsibilities of this position.
4. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

QUALIFICATIONS/SPECIFICATIONS:

Education: Associates degree in nursing required. Baccalaureate degree in nursing preferred.

Experience: Two years of experience as a professional nurse preferred. Previous nursing experience in pediatrics and/or immunizations preferred.

Skills and Knowledge:

- Knowledge and technical ability to administer injections to all age groups.
- Assess physical needs and good interpersonal skills in interaction with infants, children, adults, other staff, and outside agencies.
- Knowledge and experience with Oklahoma State Immunization Information System (OSIIS) and related computer programs helpful.
- **Bilingual (Spanish/English) preferred but not required.**

Licenses:

- Possession of a valid registered nurse license issued by the Oklahoma State Board of Nursing is required.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Frequent internal contact with physicians, nurses and other departments to exchange information regarding client care, test results, and to discuss medical problems and treatment.
- Frequent external contact with clients to gather and provide health information, as well as advice and counseling.

PHYSICAL EFFORT:

Lifting and restraining children. May move or store supplies weighing no more than 25 pounds. Other physical effort includes stooping, bending, twisting, standing, sitting and squatting.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision – None.

Indirect Supervision – Student nurses.

Budget/Money/Material – Responsible for assigned equipment.

Reports to – Manager, Immunizations/Satellite Centers

WORKING CONDITIONS:

Occasional exposure to sometimes abusive clients/members of the public, communicable disease, combative and resistive children, and sticks from needles or lancets. Noisy work environment, close quarters, and high volume clinic may lead to stressful conditions.

SPECIAL REQUIREMENTS:

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel.
- Occasional evening or weekend working hours may be requested for special clinics.

FLSA Status: *Exempt*