

Job Classification: Exempt, Full-Time

Reporting Relationship: Director of Development and Training

Schedule: Monday through Friday, 8:00 A.M. to 5:00 P.M. (or similar schedule)

Who We Are:

Community Care Network of Kansas (Community Care) strives to ensure all Kansans have access to quality, community-based healthcare close to home. We are a statewide association made up of a network of community clinics, all dedicated to providing the best medical, dental and behavioral care to Kansans.

Together, we are leaders in healthcare training, technical assistance, and public policy. We collaborate with healthcare associations, providers, foundations and individuals to educate and advocate for equitable access to high-quality care for all. We believe healthy Kansans build strong and vibrant communities, which strengthens the overall quality of life in our great state.

Primary Accountabilities: The Immunization Specialist will engage in existing community outreach activities and collaborate with local immunization coalitions, immunization partners, and patient navigators to improve education and outreach to prioritized communities of focus. This role will serve as the subject-matter expert in partnership with other healthcare providers and stakeholders during community events promoting or educating about COVID-19 and routine vaccination in racial and ethnic population sub-groups as well as other underserved and under vaccinated populations.

Major Responsibilities

- Leverages existing programs and identifies additional programs within Community Care and health centers to plan and implement tailored outreach and use of clinics to increase COVID-19 and routine vaccination in sub-groups within racial and ethnic populations.
- Develops and promotes educational and communication campaigns, outreach, marketing approaches, and materials with Community Care members and in collaboration with other providers in the healthcare community to increase acceptance of COVID-19 and routine vaccination.
- Promotes the use of tools and resources, including multiple types of vaccination locations and flexible hours that are accessible to and frequented by the identified communities of focus, with the aim of increasing access to vaccination sites and appointments.
- Promotes training, partnering and increasing the staffing of culturally competent medical personnel who may administer COVID-19 routine vaccine at mobile or pop-up vaccination sites/clinics organized through community-based organizations.
- Collaborates with other immunization and healthcare providers to support the dissemination of tools, best practices and resources that simplify COVID-19 and routine vaccine patient registration procedures.
- Supports and provides ongoing training through provision of educational material that utilizes trauma-informed community engagement strategies and addresses vaccine hesitancy and misinformation, historical injustices, minimizes mistrust, and advances health equity.
- Provides resources and education to providers to motivate patients to assure up to date vaccination based on age-appropriate recommended vaccines.
- Works with the Kansas Immunization Program (KIP) and is actively involved in up to date information sharing, including, but not limited to, attending regularly scheduled meetings with KIP and other associations and submitting quarterly reports on activities.

Qualifications:

- Bachelor's degree in Public Health, Health Education or a related field.
- Registered Nurse or Licensed Practical Nurse with immunization experience, preferred.
- One year of work experience in data management and analysis, preferred.
- One year of work experience in a public health department or healthcare setting, preferred.
- Unrestricted Driver's License required.
- Ability to plan, organize, prioritize time and workload to accomplish tasks and meet deadlines
- Create and implement training and presentations; development of distance training methods, including conference calls and webinar tools.
- Use of common software products such as Microsoft Office Word, PowerPoint, Excel.
- Strong interpersonal, organizational, written and verbal communication skills required.
- Creative thinking and problem-solving skills; willingness to seek input regularly for process improvement.
- Passion and commitment to improving health and social justice.
- Ability to work effectively with multiple individuals and manage several projects at once with minimal supervision.
- Demonstrated poise, tact and diplomacy with the ability to handle sensitive and confidential information and situations.

Physical Demands:

- Ability to maintain stationary position with regular need to relocate to attend meetings internally and externally.
- Ability to read computer screens and operate computer peripherals for an extended period of time, or the ability to discern electronic information through reasonably available accommodations.
- Regularly communicate with staff, members and stakeholders in writing, video conferencing and in-person meetings.
- Ability to drive and/or be in a moving vehicle for hours at a time.
- Regular in-state and out-of-state overnight travel required.

Work Environment:

- Professional and deadline-oriented environment in an office setting with regulated temperatures and moderate noise level.
- Presentations and work training events in public establishments, healthcare organizations, and throughout the community.

Additional Duties:

Additional duties and responsibilities may be added to this position description at any time. The position description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow Community Care policies and procedures and maintain a professional personal appearance and workspace. Employees are required to follow any other position-related instructions and to perform any other job-related responsibilities as requested by the employee's supervisor.