

POSITION DESCRIPTIONS: PROJECT MANAGEMENT

Immunization Quality Improvement Program (“IQIP”) Coordinator

Estimated Hours per Week: up to 40

Position Description

The purpose of this position is to plan and conduct Vaccines For Children (“VFC”) Program IQIP provider site visits for VFC program-participating providers, statewide. Staff will work with immunization providers to develop Quality Improvement Plans with the goal of improving provider-level vaccination rates. Duties include, but are not limited to, reviewing Centers for Disease Control and Prevention (“CDC”) IQIP policies, procedures, and guidelines to develop Hawaii-specific implementation plans and procedures, independently planning and coordinating, and conducting on-site or virtual CDC IQIP audits of immunization providers in accordance with CDC and Hawaii-specific IQIP policies and procedures. Staff will be required to coordinate with Hawaii Immunization Registry (“HIR”) staff to provide input on enhancements to HIR for the generation of provider immunization assessment reports. Staff will be responsible for documenting provider-level IQIP assessment results, quality improvement plans, and follow-up actions in CDC-developed databases. Staff will also serve as an immunization subject matter expert and will respond to immunization-related technical inquiries from immunization providers and the public.

Qualifications

- Graduation from an accredited four (4) year college or university with a baccalaureate degree in health or social services related field of study. Knowledge of vaccines and vaccine-preventable diseases preferred.
- Strong computer, phone, customer service, and communication (written and verbal) skills are preferred
- Ability to work in a fast-paced environment and multi-task
- Must be proficient in keyboarding, grammar, and spelling
- Ability to successfully interact with external partners and internal teams.
- Analytical skills to problem solve and make informed decisions.
- Ability to work independently and make decisions under pressure.
- Must pass a criminal background check

Experience

- Experience: one and one-half years of progressively responsible experience which required a high degree of analytical skill.
- Prior experience in public health or community outreach is preferred

Adult Immunization Program Coordinator

Estimated Hours per Week: up to 40

Position Description

The primary purpose of this position is to coordinate the Hawaii Department of Health's ("DOH") development and implementation of an Adult Immunization Program, which is intended to provide no-cost vaccines to uninsured and underinsured adults at selected immunization providers, statewide. Staff would be expected to develop and implement an enrollment agreement and quality assurance procedures, recruit providers identified to serve uninsured/underinsured adults, ensure providers report vaccine administration data to the HIR, conduct regular check-ins with participating immunization providers, engage partner organizations to establish and build networks to improve access

Qualifications

- Graduation from an accredited four (4) year college or university with a baccalaureate degree in health or social services related field of study preferred. Relevant public health immunization program experience may be substituted for education on a year-for-year basis.
- Knowledge of vaccines, vaccine-preventable diseases, and vaccine storage and handling requirements preferred.
- Strong computer, phone, customer service, and communication (written and verbal) skills preferred.
- Ability to work in a fast-paced environment and multi-task.
- Proficient in keyboarding, grammar, and spelling.
- Ability to successfully interact with external partners and internal teams.
- Analytical skills to problem solve and make informed decisions.
- Ability to work independently and make decisions under pressure.
- Must pass criminal background check.

Experience

- One and one-half years of progressively responsible immunization-related public health work experience which required a high degree of analytical skill.
- Prior experience in public health or community outreach is preferred.

Community Vaccination Program Specialist

Estimated Hours per Week: up to 40

Position Description

This position is responsible for independently facilitating and evaluating community-located vaccination programs, including school-based influenza and COVID-19 vaccine clinics, conducted for routine or emergency response purposes. This position is also responsible for

planning, coordinating, conducting, and evaluating immunization training and educational opportunities for providers enrolled in Federal vaccination programs for the purpose of achieving and maintaining high levels of immunization rates. Duties include developing, reviewing, and revising program policies and procedures to ensure alignment with DOH vaccination program directives, identifying community stakeholders and collecting input/feedback on community and/or school-based vaccination clinics, scheduling and facilitating planning meetings with partners and stakeholders, providing on-going immunization program consultation, guidance, and support to public callers, immunization providers, schools, partner agencies, and staff participating in vaccination programs, collecting and analyzing statistical data (e.g., number of community clinics, number of vaccinations administered, number of training sessions conducted, etc.) and clinic evaluation data, providing informational reports, presentations, and consultation to DOH leadership and internal/external partners, and developing and/or adapting vaccine-related educational material for distribution to the public and immunization providers/staff.

Qualifications

- Graduation from an accredited four (4) year college or university with a baccalaureate degree in health or social services related field of study. Knowledge of vaccines and vaccine-preventable diseases preferred.
- Strong communication (written and verbal) skills.
- Ability to work in a fast-paced environment and multi-task.
- Ability to successfully interact with external partners and internal teams.
- Analytical skills to problem solve and make informed decisions.
- Ability to work independently and make decisions under pressure.
- Proficiency in keyboarding, grammar, and spelling.
- Must pass criminal background check.

Experience

- One and one-half years of progressively responsible work experience which required a high degree of analytical skill.
- Prior experience in public health or community outreach is preferred

Vaccine Supply Chain Quality Assurance Assessor

Estimated Hours per Week: up to 40

Position Description

The primary purpose of this position is to implement and assess CDC-developed Program quality assurance inspection methodologies, policies, and procedures, conduct on-site visits, investigations, surveys, and evaluations of enrolled health care facilities and other immunization provider offices. Duties also include analyzing and compiling feedback regarding assessment results, developing provider improvement plans with recommended corrective actions, reporting site visit results to providers and the CDC in a timely manner in accordance with CDC reporting/feedback requirements, conducting follow-up visits as needed, providing immunization

education/information to facility/provider offices via in-person or virtual training sessions, assessing provider data needs/requirements and working with providers/staff to determine methods of integrating use of the Hawaii Immunization Registry into their immunization activities, and providing immunization technical assistance via telephone or in person to professionals and the public

Qualifications

- Graduation from an accredited four (4) year college or university with a baccalaureate degree in health or social services related field of study. Knowledge of vaccines and vaccine-preventable diseases preferred.
- Strong communication (written and verbal) skills.
- Ability to work in a fast-paced environment and multi-task.
- Ability to successfully interact with external partners and internal teams.
- Analytical skills to problem solve and make informed decisions.
- Ability to work independently and make decisions under pressure.
- Proficiency in keyboarding, grammar, and spelling.
- Must pass criminal background check.

Experience

- One and one-half years of progressively responsible work experience which required a high degree of analytical skill.
- Prior experience in public health or community outreach is preferred