



POSITION DESCRIPTION

POSITION TITLE: Immunization Clerk	DEPARTMENT: Public Health-Healthy Living
CLASSIFICATION: Clerk I	APPROVED BY: Regional Lead – Community & Continuing Care
UNION: CUPE Facility Support	DATE APPROVED: January 18, 2024

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Manager Health Services – Public Health-Healthy Living or Designated Public Health – Healthy Living Professional

POSITIONS SUPERVISED: None

POSITION PURPOSE

The Immunization Clerk plays a key role in ensuring that clients attending vaccine clinics feel welcome and safe. Immunization Clerks assist with screening, client flow, client questions and client registration. The incumbent may be required to setup and take down clinic equipment. The Immunization Clerk enters immunization data into PHIMS.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Assists the public health staff with school and community immunization clinics.
- Welcomes clients and performs initial screening per provincial protocols for screening prior to entry to clinics.
- Refers clients who fail the screening protocol or have questions to the appropriate staff member (e.g. Clinic Lead) if appropriate.
- Confirms the client has an appointment and updates appointment list to indicate client's attendance.
- Provide guidance to clients that walk-in, if applicable.
- Assists with navigation through the site.

- Encourages anyone entering the clinic to clean their hands with alcohol-based hand sanitizer and follow any other current infection prevention control guidelines.
- Determines whether the client has any accessibility requirements (e.g., mobility issues, sight or hearing impaired) that require additional supports and refers to the appropriate staff member if appropriate (e.g. Clinical Manager).
- Facilitates crowd control and clinic flow, ensuring physical distancing as per the current infection prevention control guidelines is maintained.
- Ensures that signage is in place and visible, including screening protocols, eligibility criteria, clinic instructions and clinic flow, as appropriate.
- Directs clients to immunization area.
- Provides paper documents for completion as required; assists clients with completion of consent forms at community immunization clinics.
- Refers clients to appropriate staff member (e.g. Clinical Supervisor) for discussion of any potential contraindications to immunization or questions.
- Supports clinic flow by directing clients to the next available Immunizer.
- Participates in and demonstrates an understanding of patient safety principles and practices in all daily activities.
- Enters data into PHIMS (Provincial Health Information Management System).
- Adheres to all safety and health regulations and safe work practices.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. Successful completion of probation.
2. Biannual performance appraisal.
3. Works within established guidelines and competencies as evidenced by reviews and audits.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade 12 Manitoba Standards Required.

KNOWLEDGE REQUIRED:

- Demonstrated proficiency with Microsoft programs (Outlook, Word, Excel, Access and PowerPoint) as well as Internet applications.

EXPERIENCE REQUIRED:

- Experience using PHIMS (Provincial Health Information Management System) is an asset.
- Experience working in a Health Care Setting is an asset.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Must be able to lift and carry equipment weighing up to 15 lbs.
- Required to stand for long periods of time.
- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- May be required to travel throughout the health region as duties require.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00.

WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions.
- May work occasionally evenings and weekends as necessary.
- Will be required to travel to other regional facilities as the position duties may require.

SALARY SCALE:

As per CUPE Facility Support Collective Agreement Salary Scale

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.