

COUNTY OF CAMERON



EMPLOYMENT OPPORTUNITY

DATE: February 6, 2019
DEADLINE: February 12, 2019

POSITION: IMMUNIZATION OUTREACH SPECIALIST

JOB LOCATION: Cameron County Public Health
(San Benito Annex Building)

SALARY: \$ 20,000.00 per year

QUALIFICATIONS: Graduate from a school of medical assistants, and have, and maintain, current certification/registration, with one (1) year of work experience – OR- High School graduate or General Educational Development Certificate with five (5) years of work experience, preferably in a clinical setting. Knowledge of medical terminology. Knowledge of public health laws and regulations. Knowledge of natural history of common infectious diseases. Good communication skills (oral and written) and Spanish speaking ability. Knowledge of computer programs (MS Word, Excel, PowerPoint, and internet). Ability to work with confidential client information. Ability to work with public. Must have a valid Texas Driver's License, comply with State of Texas Driving Laws, and maintain an acceptable driving record. Must have reliable transportation. Employees of Cameron County may be required to work during any natural disaster or emergency. Criminal background check is required for employment or continued employment.

DESCRIPTION OF DUTIES: Under the supervision of the Immunization Outreach Coordinator, or designee. Performs moderately complex clerical and data entry duties and follow-ups for the Cameron County Public Health Immunization Program in promoting ImmTrac, the statewide immunization registry, and the Pharmacy Inventory Control System (PICS) within Cameron County. Assists with the coordination of the Comprehensive Clinic Assessment Software Application (CoCASA), within Cameron County Public Health Clinic. Serves as part of the "on-call" team in response to vaccine storage emergencies. Employee will be expected to respond to emergencies 24 hours a day, seven days a week. Performs other duties as assigned. This is not a Civil Service covered position.

BENEFITS: Cameron County Offers Excellent Fringe Benefits, Including: Health and Life Insurance Protection, Sick and Annual Leave, Retirement System and Paid Holidays. Cameron County has a mandatory direct deposit payroll program.

HOW TO APPLY: Cameron County
Human Resources/Civil Service/Safety Risk Dept.
1100 E. Monroe St. Suite 118
Brownsville, TX 78520

AA/EEO/MFD EMPLOYER