



VACCINE COORDINATOR

Job Requisition # **21-0102**
Location: **Riverside Health Center**
Application Deadline: **Until Filled**

Hours Per Week: **40**
Status: **FT (1.0 FTE)**
Benefit Eligible: **Yes**

All people share a powerful need for the basic necessities of a good life and a place that understands that good health starts with a caring touch and a kind word. For over 50 years, the Community Health Centers of Burlington (CHCB) has provided access to high quality health care regardless of financial status or life circumstance. We strive to improve the health of all within the communities we serve in an environment that conveys respect, offers support, and encourages people to be actively involved in their own health care. CHCB is an innovative Federally Qualified Health Center with eight sites throughout Chittenden County and southern Grand Isle County. We are an Equal Opportunity Employer.

Position Purpose:

The vaccine coordinator will be responsible for ensuring all vaccines are handled and stored correctly. They will manage communication to CHCB clinical staff and Vermont Department of Health and are responsible for auditing activities to ensure vaccines distributed to community members are safe and effective. The coordinator will serve as the primary liaison between the Vermont Department of Health and CHCB for implementation of all Covid vaccine and testing operational activities.

Basic Qualifications:

Education and Experience

- Associates Degree in Business Administration or related field or relevant work experience
- Experience in a healthcare setting required

Knowledge, Skills, and Abilities

- Advanced Microsoft Office applications skills including Word, Excel, Outlook, PowerPoint, SharePoint and EMR experience desirable
- Ability to set and re-set priorities on an ongoing basis, reacting to changing information and/or circumstances
- Ability to work independently as well as within a team environment, remain pleasant and maintain a good-natured, cooperative attitude
- Demonstrated ability to handle detailed work tasks in a dependable, persistent and responsible manner
- Ability to guide oneself with little supervision, with a willingness to take on responsibility and challenges
- Ability to understand and convey information effectively and professionally to a wide-variety of people via clear verbal, written and/or email communications
- Ability to provide strong customer and personal service

To apply for this position, please send a resume and cover letter to: HR@CHCB.org
The Human Resources Department will contact applicants who have been chosen to continue through the applicant selection process.

Learn More! See our Website at www.chcb.org/careers/positions-available