



Public Health Management Corporation
260 South Broad Street
Philadelphia, PA 19102
215-985-2500

JOB DESCRIPTION

VACCINE MANAGER

(Job Title)

Division of Disease Control, Immunizations Program

(Department/Division)

***POSTING DATE:** January 26, 2024

***JOB OVERVIEW:**

The Philadelphia Department of Public Health (PDPH), Division of Disease Control (DDC), works to prevent, control, and report on diseases and conditions that are contagious and/or affect the public's health. DDC helps prepare for public health emergencies and educate the community on how to stay safe and healthy.

The Philadelphia Department of Public Health (PDPH), through its Immunization Program in the Division of Disease Control, oversees the purchase and distribution of federally funded vaccines to local healthcare providers. As one of 64 U.S. Centers for Disease Control and Prevention (CDC) funded program areas, the Philadelphia Immunization Program is charged with the mission to prevent vaccine-preventable diseases and increase the immunization coverage levels among infants, children, adolescents, and adults in Philadelphia.

In line with this mission, the Philadelphia Immunization program runs 3 federal vaccine programs: the Vaccines for Children (VFC) Program, the Vaccines for Adults at Risk (VFAAR) program and the Bridge Access Program (BAP) Program. The Philadelphia Immunization programs works to ensure that providers can access federal vaccines, quality patient educational materials, and training for proper vaccine administration and storage and handling.

This position is Monday through Friday, 8:30 a.m. to 5:00 p.m. The position may require occasional evening or weekend hours. This is a grant-funded position; continuation of the position is contingent upon sustained funding.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This is not a fully remote role. Currently all staff are required to report to the office at least two times per week and this policy is subject to change. While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk, and hear. This job may require moderate physical effort including lifting materials and equipment of less than 50 pounds and involves viewing a CRT or VDT screen 50 to 75 percent of the time. The position

requires responding to public health emergencies on short notice and some after-hours activities to achieve Program Objectives.

SUPERVISION

This position reports directly to the Immunization Deputy Program Manager.

***RESPONSIBILITIES:**

- Serve as the section lead for the Immunization Program's Storage & Handling and Ordering & Provider Support teams.
 - Develop and maintain SOPs and guides for the Storage & Handling and ordering teams.
 - Create regular reports on vaccine orders, returns and wastage.
 - Create regular reports on vaccine storage unit temperature data and out of range temperatures.
 - Analyze ordering, return, temperature, excursion, and other related data to identify issues.
 - Develop appropriate measures to address identified issues in coordination with other Immunization Program team members.
 - Ensure that Storage & Handling and Ordering related grant requirements are met.
- Develop interim workflows to improve productivity and communications. Coordinate the addition of new vaccine products, including drafting messaging to providers, updating necessary CDC and PhilaVax databases.
- Understand the PhilaVax database and how it supports both the Ordering and Storage and Handling teams.
- Assess the functionality of PhilaVax and suggest improvements to modules as appropriate to better support the teams.
- Sit on development workgroups with IIS team and support CDC projects related to Ordering.
- Provide support to providers in ordering and storage & handling related issues.
- Complete the CDC spend plan each month.
- Work closely with other section leadership to further the Immunization Program mission.
- Participate in field response activities to support the Division's field work related to the provision of vaccines or medical countermeasures to protect exposed individuals.
- Participate in project-related conference calls, meetings, and training sessions as required.
- Participate in any exercises and real public health emergencies at the discretion of the Division Director. Other duties as assigned by Program leadership.

Perfect candidates don't exist! You are encouraged to apply if the above duties interest you, and the sum of your professional and academic experience balance to overcome the absence of some of the education or experience preferences highlighted below.

***SKILLS:**

- Ability to manage multiple projects concurrently.
- Expert knowledge of Microsoft office suite, with particular emphasis on Power Point.
- Understanding of and experience with process improvement.
- Able to learn and understand new applications for public health use.
- Ability to interact effectively with people from various educational backgrounds and positions.
- Equally comfortable working individually and within a team environment that emphasizes interdisciplinary collaboration in a dynamic urban health environment.
- Organize and utilize SharePoint for data sharing across program areas.

***EXPERIENCE:**

- 3-5 years experience in public health. 3-5 years experience in management. Excellent organizational skills and attention to detail, including close attention to data and ability to drive accurate and timely completion of deliverables.
- Demonstrated leadership experience
- Basic experience in grant writing.
- Basic understanding of project management.
- Preferred experience with RedCap
- Preferred experience with Monday.com
- Preferred experience with SQL

***EDUCATION REQUIREMENT:**

A master's degree in public health or related field.

SALARY:

\$70,000-75,000; Salary is commensurate with experience and qualifications. This position comes with a comprehensive benefits package consisting of medical and dental coverage, as well as paid sick, vacation, and personal time.

***CONTACT INFORMATION:**

At the Philadelphia Department of Public Health, we value health justice and equity. Our work is guided by a commitment to all people's health and humanity, and we recognize the impact that health disparities have on our City's diverse population. We are dedicated to building a staff that reflects the diversity of Philadelphia. We are an EEO employer and we are committed to providing a diverse, inclusive, safe workplace free from discrimination, sexual harassment, intimidation, or retaliation.

Applicants who are originally from and live in the Philadelphia area are strongly encouraged to apply.

Interested applicants should submit an electronic cover letter that expresses the individual's interest and experience along with a resume to:

Jillian E. Brown, MPH

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Disease Control
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