

**Job Title:** COVID-19 Vaccine Program Coordinator

**Department/Program:** DDC – Adult Immunizations Program

**Reports to**:

**FLSA:** Exempt

**Status:** Full-time/part-time/temporary

**Supervises**: Bridge Education Specialist

**Created/Revised:**  October 17, 2023

**JOB SUMMARY**

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. Within the Division, immunization services across the city of Philadelphia are supported by a robust immunization program that coordinates the Vaccines for Children (VFC) and Vaccines for Adults at Risk (VFAAR) programs, provides assessment and feedback to area providers and performs community-based outreach activities to families with under-immunized children. Our program also hosts a well-established immunization registry to which all Philadelphia providers are mandated to report. The registry, Philavax Immunization Information System, covers childhood, adolescent and adult vaccines.

The overall goal of the immunization program is to increase vaccination for children, adolescents, and adults with all immunizations routinely recommended by the Advisory Committee on Immunization Practices by reducing missed opportunity, ensuring equitable access to vaccines and improving immunization delivery practices among providers.

The COVID19 Vaccine Program Coordinator will take a primary role in ensuring Philadelphian’s have equitable access to COVID19 vaccine across the City of Philadelphia. The COVID19 Vaccine Program Coordinator will oversee a team tasked with enrolling medical sites to distribute COVID-19 vaccine, with the goal of improving access and equity in vaccine distribution. The position will directly supervise the Bridge Education Specialists and will collaborate with COVID-19 Quality Assurance team to promote good vaccine distribution practices. The COVID19 Vaccine Coordinator will play a primary role in communicating across the City and with leadership about the progress of COVID19 vaccination. Additionally, the role will require working with others on the Immunization Program team to create training materials specifically geared to COVID19 vaccine administration. The COVID19 Vaccine Coordinator will work closely with all members of the Immunization Program as well as others in DDC.

Any selected candidate should expect to be called upon to perform specialized duty as needed for public health emergencies.

**JOB SPECIFICATIONS**

# Responsibilities/Duties

* Work on strategic plans to continue to expand and develop the COVID19 vaccine response work.
* Work with the IIS to analyze and collect COVID19 data for the purpose of making programmatic decisions relating to the COVID19 program.
* Coordinate with other program areas and the CDC the distribution of COVID19 vaccine.
* Supervise the Bridge Education Specialist.
* Ensure that equity is built into all areas of the COVID19 vaccine response work.
* Provide input for health messaging and communications for COVID19 vaccine.
* Assist in the development of programmatic plans for the improvement of COVID19 coverage rates.
* Maintain and collect data necessary to comply with reporting requirements set by local, state, and federal governments.
* Regularly communicate any issues or concerns about providers to immunization program leadership and division and department leadership as needed.
* Work with the entire Adult Immunization team to build out processes for and to improve adult immunization work.
* Other duties as required.

**Evidence suggests those from marginalized groups often only apply to jobs if they meet all of the qualifications. However, 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.**

## Education

This position requires master’s degree in public health or public administration or equivalent level of educational background and experience.

## Skills/Experience

· Excellent written and oral communication skills

· Strong knowledge of Microsoft Office Suite

· Strong customer service skills

· Able to work independently and as part of a team

· Basic understanding of project management

· Able to plan, execute, and complete projects within a limited timeframe and budget

· Minimum of 3 years of experience in public health or healthcare more broadly

· Minimum 1-year supervisory experience

· Minimum 1-year of experience coordinating complex projects with multiple stakeholders

Work Environment:  
Standard office setting at workstation and periodic use of office equipment. This position will initially be fully remote and will transition to in-person work in accordance with public health guidance. Will be required to report to office to receive work-laptop and other equipment as necessary.

**Position Type and Work Schedule:**

This position is full-time. Typical work hours are Monday-Friday, 8:30am – 5:00pm, with one hour for lunch. Occasional work after hours or on weekends may be required as public health events necessitate.

**Travel:**

Local travel may be required as public health guidance allows it.

**Physical Demands:**

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 50 pounds or less and involves viewing a CRT or VDT screen 50 to 75 percent of the time.”

**Salary and Benefits**:

$65,000 annually. Our employees are our most valuable resource, so we offer a competitive and comprehensive benefits package, which can include:

* Medical with vision benefits
* Dental insurance
* Flexible spending accounts
* Life, AD&D and long-term care insurance
* Short- and long-term disability insurance
* 403(b) Retirement Plan, with a company contribution
* Paid time off including vacation, sick, personal and holiday
* Employee Assistance Program

Eligibility and participation is handled consistent with the plan documents and HFP policy.

***DISCLAIMER***

The Health Federation reserves the right to modify, interpret, or apply this job description in any way the Company desires. The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. This job description in no way implies that these are the only duties, including essential duties, responsibilities and/or skills to be performed by the employee occupying this position. This job description is not an employment contract, implied, or otherwise. The employment relationship remains “at will.” The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.

***Equal Opportunity Employer***

*The mission of the Health Federation of Philadelphia is to promote health equity for marginalized communities by advancing access to high-quality, integrated, and comprehensive health and human services. Health equity is at the heart of all our work. We believe in and are firmly committed to equal employment opportunity for employees and applicants. We do not discriminate on the basis of race, color, national or ethnic origin, ancestry, age, religion, disability, sex or gender, gender identity and/or expression, sexual orientation, military or veteran status. This commitment applies to all aspects of the Health Federation of Philadelphia’s employment practices, including recruiting, hiring, training, and promotion.*



**EMPLOYEE SIGNATURE**

By my signature, I hereby certify that I have reviewed the attached description of my position. I understand that the attached duties describe the specifications assigned to my position. I understand that HFP may make modifications, additions, or deletions to this job description at any time.

Nyandra McFadden 10/17/23

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Employee (Print Name) Date

Nyandra McFadden\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature

Amber Tirmal 10.17.23

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Supervisor (Print Name) Date

Amber Tirmal

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Supervisor Signature

***Job Title:*** *TITLE*

***Department/Program:*** *DDC - PROGRAM*

***Reports to****:* *TITLE OF SUPERVISOR*

***FLSA:*** *Exempt/non-exempt, salary or hourly (HR available to assist)*

***Status:*** *Full-time/part-time/temporary*

***Supervises****:* *TITLE (if applicable)*

***Created/Revised:***  *DATE*