



## ANTICIPATED VACANCIES:

# Vaccination Clinic Support Specialist (PART-TIME) Public Health Department

### **HOW TO APPLY:**

Go to: [mycivilservice.cayugacounty.us/jobopps](http://mycivilservice.cayugacounty.us/jobopps) and click on the **APPLY** button across from the title of "Vaccination Clinic Support Specialist (PART-TIME) – Anticipated Vacancies" under Current Vacancies.

**PAY RATE:** \$20/hr. (Hours vary from 2-10 hours per week.)

**DEADLINE TO APPLY FOR VACANCY:** Applications will be accepted until positions are filled.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED.
- Previous general healthcare or healthcare clerical office experience preferred.
- **Special Requirement: Must show proof of COVID-19 vaccination at time of appointment.**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent will perform duties in a support role during clinics hosted by the Cayuga County Health Department. This individual will assist with set-up or tear down of clinic space, guide the public through the clinic space, collect screening forms, and log information. Incumbent will be responsible for handling confidential and time-sensitive materials. Work is performed under the direction of the Public Health Director. The incumbent will need to be comfortable wearing all provided forms of Personal Protective Equipment that is required for the position.

### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Greeting the public and giving directions during clinics.  
May input data into the computerized scheduling system.  
May assist in set-up and tear down of clinic space.  
May assist the public in completing paperwork during a clinic.  
Related duties as requested or required in support of the initiative.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Must be courteous, compassionate, and professional;  
Must communicate effectively;  
Must be organized;  
Able to handle confidential information with discretion;  
Demonstrates attention to detail;  
Ability to complete duties accurately and with a high quality in a timely manner;  
Ability to exhibit behaviors that provide a positive experience for all people entering the facility;  
Confidentiality – Maintain confidentiality of personal information;  
Act with integrity and compassion;  
Good oral communication skills;  
Willingness to learn tasks as assigned;  
Ability to work independently under time constraints.