

# Thomas Jefferson Health District Internship Opportunities

Position Title: CoCASA Assistant Fall: <input type="checkbox"/> Spring: <input checked="" type="checkbox"/> Fall & Spring: <input type="checkbox"/> Summer: <input type="checkbox"/>		Project ID Number: PH01	
Department: Population Health		Supervisor: Kathryn Whitestone Goodman	Position Paid: Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
Days Needed: Monday: <input checked="" type="checkbox"/> Tuesday: <input checked="" type="checkbox"/> Wednesday: <input checked="" type="checkbox"/> Thursday: <input checked="" type="checkbox"/> Friday: <input checked="" type="checkbox"/>  Fixed: <input type="checkbox"/> Flexible: <input checked="" type="checkbox"/>  Anticipated Hours Per Week: TBD – Total 60 hours, up to 6 weeks		Location(s): Charlottesville/Albemarle: <input checked="" type="checkbox"/> Fluvanna: <input type="checkbox"/> Louisa: <input type="checkbox"/> Greene: <input type="checkbox"/> Nelson: <input type="checkbox"/>	
Start Date: 1/15/2018		End Date: 2/28/2018	Number of Openings: 1
Essential Duties/Experience: <ul style="list-style-type: none"> <li>• Conduct TJHD's annual CoCASA Survey of Immunization Records</li> <li>• Will need to reach out to the schools to collect the immunization records (which requires communication skills for sending letters and emailing and making phone calls)</li> <li>• Must be able to read immunization records and successfully enter all of the records data into the required database</li> <li>• Necessary training will be provided</li> </ul>			
Required Material: VDH laptop, VDH Email Address, Access to VDH Phone for Calls & Voicemails, CoCASA Software (installed on VDH computer)			
Job Description: The Data Analyst will be responsible for conducting TJHD's annual CoCASA Survey of Immunization Records. This is a project that should be completed within 60 hours and can last up to 6 weeks. This survey is authorized by section 22.1-271.2 of the <i>Code of Virginia</i> which allows the Virginia Department of Health (VDH) to randomly select public and private sites to participate in the survey. A random sample of kindergarten, middle school, day care, and head start immunization records will be selected to determine the percentage of children adequately immunized by elementary school entry, by sixth grade entry, and by aged two years for day cares and head starts. The Data Analyst will need work with each of the selected sites in the Thomas Jefferson Health District to collect their random sample of immunization records, de-identified with appropriate information provided. The Data Analyst will then enter the immunization records into the CoCASA database and submit the data to VDH Division of Immunizations by February 28, 2018. This position requires communication with schools, some knowledge of immunizations, and willingness to learn about immunizations and CoCASA software. Training for using the software and immunization information will be provided.			

