



## COVID-19 Vaccine Supervisor

**Status:** Contract, temporary position to start as soon as possible

**Days:** Variable

**Hours:** 40 hours/week

**Hourly Rate:** \$30.00/hour

**Commitment:** At least 6 months

The Vaccine Supervisor will oversee both newly hired Vaccine Coordinators, while reporting to the TJHD Emergency Manager. They will be responsible for design and implementation of all COVID-19 vaccination elements in the TJHD community to include processes for vaccine tracking (requesting, handling, inventorying), staffing, Point of Dispensing (POD) design, ideal ancillary supply levels, equitable distribution, and other vaccination duties as assigned.

### Specific Deliverables –

- Attend and actively participate in weekly Vaccine Branch Operations calls to ensure open, two-way communication between Central Office and Districts.
- Ensure all local health district COVID-19 vaccine planning, protocols and procedures meet state and federal guidelines.
- Develop plan outlining identification, hiring and onboarding additional staff needed for COVID-19 vaccine response.
- Ensure all COVID-19 vaccine doses administered by local health district are entered into identified reporting system with 24 hours of administration.
- Ensure district staff and volunteers are trained for district's COVID-19 vaccine activities.
- Identify in what settings COVID-19 vaccine will be administered in district for different populations (mass offsite clinics, onsite clinic apt, drive-thru vs on-site walk-up, LTCF, etc) and establish specific plans for each.
- Identify, develop, and execute any forms or MOUs needed for vaccine events for district.
- Identify vulnerable populations and plans for outreach within district to ensure equity of COVID-19 vaccine access.

### Preferred Qualities and Qualifications:

- Incident Command knowledge preferred
- Extremely organized and able to adapt to changing situations
- Flexible, friendly, calm, patient demeanor
- Comfortable talking with a range of community members over the phone
- Ability to work independently and as part of a team
- Bilingual in English and Spanish preferred

\*\*\*Please DO NOT call the health district to inquire about your application. We will contact you as needed\*\*\*

To Apply:

Complete [this application](#), active until positions are filled.