

**POSITION DESCRIPTION  
COUNTY OF WHITLEY, INDIANA**

POSITION: Immunization Clinic CLERK  
DEPARTMENT: Health  
WORK SCHEDULE: 8:00a.m. -4:30p.m. Tuesday, Wednesday, and Thursday  
(22.5-29 hours per week)  
JOB CATEGORY: Part time Professional

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Whitley County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Immunization Clinic Clerk for the Health Department, responsible for conducting clerical duties for the immunization clinic.

**DUTIES:**

- Answers the telephone and assist with vaccine questions and scheduling vaccination appointments for children and adults.
- Completes data entry on a daily basis including insurance billing.
- Maintains patient charts with proper forms for upcoming appointments and files completed papers and charts when completed.
- Participates in county wide kindergarten, sixth grade and high school immunization programs.
- Assists parents and adults in immunization records and guidelines for current vaccination recommendation/requirements.

**JOB REQUIREMENTS:**

- Working knowledge of and ability to make practical application of state and local public health regulations, Department policies and procedures, and accepted principles and practices of public health nursing.
- Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.
- Working knowledge of standard immunization practices, procedures and potential complications, with ability to effectively supervise related clinics.

- Ability to effectively screen individuals and prepare immunization charts for the nurse, provide appropriate information, assistance and referrals.
- Ability to properly use standard office equipment.
- Ability to understand written and oral instructions, and work alone or with others in a team environment with minimum supervision.
- Ability to work on several tasks at the same time and complete assignments effectively.
- Ability to physically perform essential duties of the position.
- Ability to occasionally work extended, evening and or weekend hours and occasionally travels out of town.

**Please send application and resume to the address or e-mail listed below.  
Accepting applications and resumes through Friday, August 3, 2018.**

April Waugh, RN  
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