



JOB POSTING
Intake/Interpreter (English – Spanish) Position
For Community Immunization Clinics
Super Shot, Inc.

We are looking for a qualified, community-minded person to fill an open Intake/Spanish interpreter position at Super Shot, Inc. This is a part time position and candidates specifically need to be available on Wednesdays from 3:30 – 8:30pm.

Qualifications

- Must be 18 years of age or older
- Medical Assistant or medical experience preferred
- Possession of a current CPR certification recommended
- Willing to learn accepted principles, practices, and schedules for immunizations
- Ability to work independently and without direct supervision
- Ability to effectively communicate, work with, and relate to individuals and children
- Ability to interpret for Burmese speaking families as needed
- Ability and flexibility to continually update professional knowledge
- Ability to properly maintain needed paperwork
- Ability to maintain confidentiality of all records and information
- Ability to bend, stoop, and lift children and supplies weighing approximately 30-50 pounds. Ability to stand for extended periods of time, knowledge of and ability to follow universal health precautions to avoid illness or injury to self or others.
- Must agree to a police background check
- Must agree to comply with Super Shot's uniform guidelines
- Will agree to work additional hours during busy times of year – July – January.

DUTIES

- Pick up, delivery and set up of vaccines and supplies at the various immunization sites; coordinates the return of the remaining vaccines and supplies at the end of the day.
- Assists with the filing of consent forms and preparing immunization information for nursing staff
- Monitors and logs, on a daily basis, the temperature in portable vaccine storage containers to assure maintenance of correct temperature for vaccine potency.
- Attends staff meetings education workshops as required.
- Will be scheduled to perform billing Intake duties at clinics which require handling cash, checks, and credit/debit card transactions.

INTERESTED? Send a resume to April Moord at april.moord@supershot.org. You can contact us at 260-424-SHOT (7468) or visit us on Facebook.