



JOB POSTING

Intake Super Shot, Inc.

We are looking for a qualified, community-minded person to fill a part time Intake position. Clinics operate during daytime, evening, and weekend hours.

Greatest needs currently include:

Tuesday and Thursday (10a-7p)

Saturday (9a-Noon)

Additional shifts available.

Qualifications

- Must be 18 years of age or older
- High school diploma
- Fluent in Spanish or Burmese preferred, but not required
- 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 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 i.e.: Back to School, Flu etc.

Duties

- Check in patients during clinic using electronic medical records
- Review insurance information and perform eligibility checks
- Room patients receiving immunizations and provide appropriate information
- Answer patient questions regarding vaccination appointments
- Schedule subsequent patient appointments
- Pick up, delivery and set up of vaccines and supplies at various immunization sites; coordinates the return of the remaining vaccines and supplies at the end of the day
- Assists with the filling out forms and preparing immunization information for Nursing staff
- Monitors and logs, on a daily basis, the temperature in vaccine units
- Attends in-service programs and professional education workshops as required
- Perform billing duties at clinics, including handling cash and processing credit cards

INTERESTED?

Email staci.kaczmarek@supershot.org