



## **POSITION DESCRIPTION: Infant and Maternal Vaccine Outreach Coordinator**

**REPORTS TO:** Outreach and Community Education Manager

**DATE:** 08/27/2024

**FLSA:** Exempt

**Hours:** M-F 9a-5p

### **Primary Responsibilities:**

*To perform this job successfully, the individual must be able to perform each essential duty satisfactorily (the requirements listed below are representative of the knowledge, skill and/or ability needed). Reliable, consistent and predictable performance of the following job duties is required:*

1. Responsible for developing immunization initiatives for infants 0-36 months and pregnant women.
  - a. Infant and Maternal RSV focus leading up to and during RSV season which is currently defined as October 1-March 31:
    - i. Establish working relationships with all the birthing hospitals and their affiliated OBGYNs/Peds/Family doctors.
    - ii. Create a referral process for RSV vaccines based on various situations: pre-birth through OBGYNs (if they do not administer the mother RSV), immediate postpartum through the hospital systems, or postpartum through Peds, family docs, and/or OBGYNs during the mother's postpartum visit.
    - iii. Research and explore opportunities where hospitals would allow Super Shot into the birthing unit to administer Beyfortus postpartum to families who want their infant to receive it prior to leaving the hospital.
    - iv. Discuss with local NICU's if their hospital has enough stock to provide Beyfortus to all their NICU babies prior to discharge from the hospital.
    - v. Create educational opportunities and materials for pregnant women and parents of infants up to 8 months old on the importance of RSV vaccines.
    - vi. Create educational opportunities and materials for healthcare providers that serve pregnant women and parents of infants up to 8 months old on the importance of RSV vaccines.
    - vii. Partner with local organizations who work with pregnant women and young babies to increase access, immunization rates, and education for RSV vaccines.
    - viii. Establish a data collection method to determine the number of Allen County infants protected annually from RSV by either pregnant women receiving the maternal RSV vaccine or infants receiving Beyfortus.
  - b. Home-Visit Program
    - i. To further break down barriers of access to vaccines and improve Allen County's 0 – 36-month infant immunization rate, Super Shot piloted a Home Visit Vaccine initiative with key community partners in July of 2024. The Infant and Maternal



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Outreach Coordinator will support and expand the pilot program, analyze and collect data to evaluate the effectiveness of the program, and determine the potential expansion of the Home Visit program.

- c. Develop initiatives and partnerships to increase education and trust in vaccines among parents of infants 0-36 months and pregnant women.
  - d. Develop initiatives and partnerships to improve 0–36-month immunization rates in Allen County.
2. Managing program budget.
  3. Must always follow confidentiality with the patients and medical records.
  4. Works in Super Shot routine/weekly clinics as needed.
  5. Duties may shift outside of RSV season (April-August) if necessary focused on back to school, flu prep, and to incorporate process and quality improvement and/or assurance.
  6. Supports the agency's strategic planning process and implementation of the plan.
  7. Supports the agency's diversity and inclusion planning process and implementation of the plan.
  8. Other duties and responsibilities as assigned.

**Organizational Level:** Reports directly to the Outreach and Community Education Manager. Works directly with intake staff and multiple seasonal vaccinators.

**Accountability:** Must maintain a high level of professionalism while working with staff, patients, and volunteers. Required to work effectively with a diverse group of people. Responsible for maintaining clinical and health standards at all times.

**Critical Required Skills:**

1. Highly resourceful and detail-oriented with excellent organizational and problem-solving skills.
2. Ability to manage multiple tasks concurrently in a fast-paced environment.
3. Communicates effectively.
4. A team builder that appreciates, supports, and encourages teamwork.
5. Ability to work with and teach many different types of people in a mature and professional manner.
6. Results oriented and goal driven.
7. Proficient with technology (Outlook, Excel, Word, etc.), with the ability to use electronic medical record system, scheduling software, and other medical office technology.
8. Capable use of general office equipment (e.g., computers, copiers, calculators, telephones, scanners, etc.).
9. Professional appearance and demeanor to convey positive image to internal and external contacts.
10. Maintaining highest levels of confidentiality.

**Experience:** A minimum of RN education preferred. Two years' experience program planning or oversight.



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**Position Constraints:** Position may require early morning and/or late evening hours. Significant time and effort spent on creating, planning, and implementing programming to improve infant and maternal immunization rates. Light lifting of vaccine deliveries and stock.

To apply, please send resume and letter of interest to Connie Heflin, Executive Director, Super Shot at [connie.heflin@supershot.org](mailto:connie.heflin@supershot.org).