



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**TVFC/IMMUNIZATION OUTREACH SPECIALIST COORDINATOR
ECTOR COUNTY HEALTH DEPARTMENT**

The Ector County Health Department is in need of a TVFC/Immunization Outreach Specialist Coordinator. The TVFC/Immunization Outreach Specialist Coordinator will be under the supervision of the Immunization Nurse Program Manager.

PRIMARY DUTIES: TVFC/Immunization Outreach Specialist Coordinator will work under the direction of the Immunization Nurse Program Manager within the local health department, with direction for the Texas Vaccines for Children Program team Leader, provides moderately complex identification, outreach, education, data entry and follow-up for the families of children who are consented to participate in the statewide immunization registry, IMMTrac, but who do not have complete immunization histories in the registry. Complete job description is located in Human Resources.

MINIMUM QUALIFICATIONS: High school diploma or GED; must have one (1) year of office/clerical experience; the ability to type 30 wpm; ten key by touch, file alphabetically or numerically and must have data entry experience along with knowledge of Word and/or Word Perfect, must have a valid Texas driver's license with an insurable driving record and have a dependable means of transportation. Must have good oral and written communication skills, prefer bilingual (English/Spanish) with the ability to communicate effectively in both English and Spanish, and the capability to write, speak and translate. Be able to meet deadlines, work tactfully and diplomatically with the general public, health care professionals, schools, and with community agencies.

SALARY: \$15.73-16.36 p/h benefits; workdays & hours: Monday-Friday; 8:00am-5:00pm with occasional weekends

DEADLINE: Until sufficient applications have been submitted for consideration

Please apply in the Human Resources Department at Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.