

**CITY OF MADISON
POSITION DESCRIPTION**

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| 1. Name of Employee:
Kathy Boldt | 5. Department, Division, & Section
Public Health - Madison & Dane Co. |
| 2. Classification Title:
Public Health Clinic Aide
Lead Worker | 6. Work Address:
2705 E. Washington AV
Madison WI 53704 |
| 3. Working Title:
Clinic Aide-Lead Worker | 7. Regular daily hours of work:
8:00am - 4:30 with some flex scheduling
due to clinic hours

Hours/ Week: 38.75 |
| 4. Name & Class of First Line

Supervisor:
Cheryl Robinson
2705 E Washington Ave
243-0401 | 8. Date of hire for this position: |

- 9. From approximately what date has employee performed the work currently assigned?:**

the work has evolved over the past 2 years from the original position description to the work as it exists today

10. Position Summary:

The person in this position provides clinical, data, program assistant, and lead worker support to the Immunization Program and MCH Program.

10. Functions and Worker Activities:

40% Assist in management of clinic operations and organization

- Provide support to public health clinic activities. Make phone contacts to set up or confirm clinic appointments. Provide general reception tasks. Screen client for eligibility.
- Maintain a vaccine inventory spreadsheet, distribute vaccine to outlying clinics, and count vaccine. Monitor vaccine for expiration date and pull outdated vaccine out of distribution.
- Submit vaccine orders to the state.
- Generate list from Wisconsin Immunization Registry (WIR) and mail monthly reminders to parents of children vaccinated at PHMDC Immunization Clinics.

- WIR Administrator Role - manage the WIR PHMDC users, activating, changing password, adding or deleting clinicians and clinic sites. Edit vaccine inventory.
- Work with Immunization Coordinator and Program Manager to determine relevant data accessible via WIR and other data sources for program planning and evaluation.
- Run WIR reports for vaccine usage, benchmarks, assessments, inventory transactions, and various Ad Hoc reports for other PHMDC staff.
- Attend WIR User Group Meetings and report back to supervisor regarding implications for PHMDC.
- Obtain data and statistics for grant reporting
- Gather data from school and daycare reporting and submit to State. Follow up with school nurses to ensure complete reporting.
- Assist Program Manager and Immunization Coordinator to improve the process and outcomes of the immunization program - assess clinics for improvements needed and communicate these to Program Manager/Supervisor, gather and report data on services, assist in designing and organizing new clinics and immunization activities.
- Assist with orientation of new employees to Immunization Program and WIR

40% Immunization Intake and Record Retrieval

- Register clients and solicit and/or prepare client records including contacting physicians or other health agencies to confirm immunizing histories or other medical information
- Set up clinic rooms and material
- Provide intake registration; assess record for needed immunization
- Retrieve individual's immunization record from private physicians or from other states' immunization databases
- Provide immunization records from WIR to families, health care providers, or schools, telling them what immunizations are due and the resources to get these
- Coordinate process to obtain parental consent for immunization from overseas parents of local exchange students.

9% Manage Immunization Records and Data

- Maintain manual and automated client, clinic and outreach records. Prepare report of outreach and clerical work accomplished. Assemble, collate, count, and distribute prepared written materials. Perform data entry relevant to health history and program information
- Data entry of vaccine administration in WIR

9% MCH Program Assistant

- Perform related administrative support and clerical work relative to clinic activities
- Maintain inventory of brochures and form used by Perinatal Team
- Order First Breath Program supplies
- Liaison to RSVP. Pick up layettes gifts items and coordinate than you cards top senior

2% Public Education re: PHMDC Program and Services

- Disseminate public health education community resource information to target groups.
- Work with diverse cultural groups and inform them of basic public health services and requirements.
- Provide necessary cultural interface or translation (for bilingual positions) as necessary to assure deliver of public health services.
- Provide outreach services as a component of planned public health initiatives.
- Assist in the development of culturally appropriate outreach and educational material and strategies.
- Mail immunization clinic schedules and PHMDC brochures to community agencies
- Develop and prepare displays and outreach supplies for staff doing public health outreach in communities, considering priority messages and culture and needs of the population
- Design and place advertisements in community publications, within budget allowed

12. Primary knowledge, skills, and abilities required: Intermediate skill in use of databases, including generating reports. Strong ability to work with public, peers, other public health disciplines, representatives of other community organizations. Ability to process complex information under pressure, strong problem-solving abilities.

13. Special tools and equipment required: computers.

14. Required licenses and/ or registration: drivers license

15. Physical requirements: Ability to lift up to 25 pounds

16. Supervision received (level and type): Indirect supervision by Public Health Nursing Supervisor.

17. Leadership responsibilities: Leading by example in staying calm and organized under pressure. Assisting other Public Health Clinic Aides in learning immunization intake, data entry, use of the registry. Help orient new staff and assisting current staff in learning more complicated immunization program-related tasks. Assist Public Health Nurses in assessing complex immunization records and information and problem solving to meet clients' and communities' immunization needs.