



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **TEXAS VACCINES FOR CHILDREN EDUCATOR**  
Grade: 12

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

The educator will educate providers in appropriate vaccine management, effective use of registries, standards of immunization practices, updates of new vaccines, use of effective office systems, and effective use of reminder recall system. The educator will educate the public about the importance of maintaining children and adults current on their immunizations status as per TBVFC guidelines; and, on the importance of securing a medical home thru PSA's, health fairs, community gatherings, and PTA's. The educator will develop formal and informal relationships with community based organizations such as Head Start centers, community coalitions (ie promotora & family), schools, city chambers; and local businesses (i.e. HEB's, Walmart, McDonalds) to promote immunizations and strategies that are consistent with higher vaccine coverage levels.

### **EXAMPLES OF WORK PERFORMED**

Assist in organizing a TVFC Provider Coalition to network, explore and develop systems that work in improving immunization rates

Organize and conduct TVFC trainings to TVFC providers at least tri-annually

Organize and conduct TVFC trainings to staff or WIC centers, daycares, registered homes and schools at least tri-annually

Develop and implement PSA's, in English and Spanish, to present in T, radio, and newspaper at least quarterly

Participate in health fairs, PTA's and other community gatherings, to promote the importance of maintaining children and adults current on their immunizations and to promote the importance of securing a medical home

Collaborate with community agencies/businesses (i.e. schools, daycares, churches, Walmart, HEB's McDonalds) to promote immunizations by posting flyers and disseminating pamphlets)

Collaborate with the promotoras to assist in disseminating flyers and pamphlets promoting the importance of immunizations and importance of securing a medical home and pamphlets, in colonias

### **EXPERIENCE AND EDUCATION**

Must be a Licensed Vocational Nurse

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Two (2) years of experience in public health, education public speaking and Texas Vaccine for children program

### **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the Immunization Program and the Texas Vaccines for Children Program (TVFC)

Considerable knowledge of and ability to interpret agency rules, regulations, policies and procedures

Ability to demonstrate computer skills (i.e. Power Point, Microsoft Word, and Microsoft Excel) and internet research skills

Ability to demonstrate presentational speaking skills in English and Spanish; plan, organize and prepare immunization program educational presentations

Ability to communicate effectively both orally and in writing in English and Spanish

Ability to work other than normal or scheduled hours including weekends and holidays as assigned

Ability to travel within the county to provide education technical assistance and occasional statewide/out of state travel for training

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

### **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations