

# POSITION OPENING

## Part-Time Nurse

Maintains CHIRP, including verifying and entering new vaccines in computer. Including patient immunization records and sends out reminders to parents/guardians for immunization updates. Coordinates walk-in immunization clinics, including set-up, administration, and post clinic duties. Maintains appropriate vaccine inventories and records vaccine cooler temperatures.

Advises clients on needed vaccinations for various age groups, reviews patient records to ensure accurate immunizations are being administered. Administers TB tests and reads the results.

Educates the public on vaccine preventable diseases and conducts off-site vaccination clinics.

Prepares and administers medications and/or treatment as prescribed by physicians.

Receives fees for services, records payments, and issues receipts. Forwards cash receipts to the Auditor and reconciles accounts for accuracy.

Responsible for providing education, health, and nursing care to County residents while ensuring compliance and conducts educational presentations.

### **REQUIREMENTS**

Licensed Nurse in the State of Indiana. Certification in CPR, TB skin testing, and/or other areas as required for public health programs/operations.

Must be at least 21 years of age, valid Driver's License and demonstrated safe driving record.

Must submit to a background check and drug screen.

Send resume/application to Kendra Oberting-Cendro at [kcendro@dearborncounty.in.gov](mailto:kcendro@dearborncounty.in.gov)

## **Dearborn Co. Health Department**

**Prevent. Promote. Protect.**

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