



CITY OF PEABODY
DEPARTMENT OF HEALTH AND HUMAN SERVICES
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CITY OF PEABODY
Posting for Contractor

Contractor Title: Vaccine Nurse Assistant

Contract Manager: Public Health Nurse (PHN)

Responsibilities: The Vaccine Nurse Assistant is responsible for supporting the Public Health Department-sponsored vaccination clinics during the 2018-19 flu season.

Duties:

- Support Public Health Nurse with logistics of flu clinics
- Coordinate with PHN to manage small scale flu clinics
- Administer vaccines
- Perform safe injection techniques
- Organize and transport vaccine and supplies to off-site clinics
- Maintain appropriate temperature of vaccine while off-site
- Perform recordkeeping of all vaccine administration
- Maintain confidentiality of vaccine recipients and documentation
- Comply with HIPPA requirements
- Other duties as assigned

Qualifications:

- Valid Massachusetts driver's license and access to a vehicle
- Valid and current Massachusetts Registered Nurse license
- Excellent interpersonal and communication skills
- Excellent organizational skills
- Must be able to lift up to 40 lbs.
- Prior experience in a fast paced clinical setting preferred

Dates of service: Expected commitment is approximately 10 to 15 hours a week between September 1 – November 30, 2018, and then as needed through March 31, 2019. Availability for selected evening and weekend dates is required.

Rate: Contractor compensated at a rate of \$45.00 per hour, not to exceed \$7,000 during FY 2019. No benefits.

To apply: Please forward your resume to Chassea Robinson at chassea.robinson@peabody-ma.gov or mail to: Chassea Robinson, Department of Health and Human Services, 24 Lowell Street; Peabody, MA 01960.

Filename: Temp RN Assistant 8.9.18.docx
Directory: C:\Users\scott.west\Documents
Template: C:\Users\scott.west\AppData\Roaming\Microsoft\Templates\Normal.dotm
Title: To: Peabody City Council
Subject:
Author: USR23GBD19
Keywords:
Comments:
Creation Date: 8/9/2018 5:14:00 PM
Change Number: 4
Last Saved On: 8/9/2018 5:45:00 PM
Last Saved By: Kelly Bloom
Total Editing Time: 29 Minutes
Last Printed On: 8/9/2018 5:56:00 PM
As of Last Complete Printing
Number of Pages: 1
Number of Words: 251 (approx.)
Number of Characters: 1,435 (approx.)