

SOUTHERN CONNECTICUT STATE UNIVERSITY
New Haven, Connecticut

POSITION DESCRIPTION

POSITION TITLE: Vaccination Outreach Coordinator
RANK: Administrator II
DEPARTMENT: CARE
SUPERVISOR: CARE Director

POSITION SUMMARY

Under the supervision of the CARE Director, the Vaccination Outreach Coordinator will organize all efforts and activities to support a successful community-based flu vaccine campaign in New Haven, CT.

The Community Alliance for Research and Engagement (CARE) is joining with several partners to mobilize community-based networks to deliver a locally-tailored education and outreach campaign to increase access to and uptake of flu vaccinations, with a focus on Black and Latinx residents and low-income populations in New Haven. Community partners include the New Haven Health Department, the Community Health Care Van, Yale New Haven Hospital, community health centers, and Yale School of Medicine.

POSITION RESPONSIBILITIES

Oversee several outreach workers, including part-time (5-8 part-time workers) and full-time staff (1-2 full-time workers) to ensure they conduct extensive outreach, widely distribute CARE and COVID-19 and flu vaccination messages and educational materials in the New Haven community.

Coordinate the development and implementation of an extensive education and outreach campaign targeting the New Haven community. Coordinate and conduct outreach about the importance of the vaccinations.

Contribute to the development of culturally appropriate messages and educational materials that convey the importance of vaccinations.

Organize mobile vaccination clinics with the hospital and the community healthcare van. Attend clinics as needed.

Track and coordinate all clinics at the community health centers, New Haven Health Department, Yale-New Haven Hospital, the Community Health Care Van, and pharmacies.

Publicize clinic schedule extensively through CARE Outreach Assistants and other outreach workers at partner organizations.

Develop training materials and coordinate trainings about vaccines for the outreach workers and the CHWs

Track and report activities to project coordinator and directors to monitor progress and for inclusion in funding reports.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Must be available some evenings and weekends.

Tracking# 22012202GC

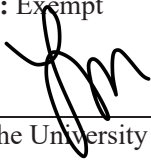
QUALIFICATIONS

A minimum of a Bachelor's degree and/or equivalent work experience with project coordination is required. Experience conducting community outreach in New Haven, CT. Experience working in low income communities and communities of color in New Haven, CT. Interest/knowledge of health promotion. Individuals who do not meet these qualifications may substitute with appropriate alternate experience.

FLSA: Exempt

Vaccination Outreach Coordinator, Admin II
Page 2 of 2

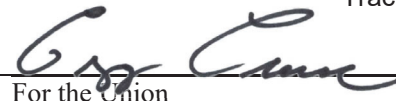
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01/25/2022

For the University

Date



1/22/2022

For the Union

Date

APPENDIX B
SUOAF-AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position title &

rank: Vaccination Outreach Coordinator, Admin II

University: Southern

Date: 01/22/2022

Level 1, Day 0 – Univ. Chief Human Resources Officer creates and presents package to Chapter level SUOAF designee for review. Attachments shall include the following items where applicable: (1) a copy of this form; (2) new and former position descriptions; (3) salary, rank, and rationale; and (4) any additional information required.

Initiating president or designee

LaKecia Anderson, University HR Administrator

Date presented to univ. SUOAF rep.

01/10/2022

SUOAF univ. review & recom. by

Robert DeMezzo, SUOAF-SCSU Chapter President

Date of SUOAF university review

01/10/2022

The above-mentioned package has been forwarded to the Local Union by the university Chief Human Resources Officer. Date: 01/10/2022

Level 2, Not to exceed 10 working days after receipt – Statewide SUOAF review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval, SUOAF shall return all materials to the initiating University Chief Human Resources Officer or designee.

SUOAF Local Pres./desig.: Gregg Crerar

Date: 01/22/2022

Disposition at SUOAF Local level: approve proposed rank & salary

disapprove proposed rank & salary

Comments or recommendations: Tracking# 22012202GC

Date returned to Univ. Chief Human Resources Officer: 01/22/2022

Level 3, Not to exceed 10 working days after receipt – Univ. Chief HR Officer brings paperwork to Council on Employee Relations meeting for review. If no further issues arise, the form is signed by and remains with the Chancellor/designee. If significant changes are required, docs. are returned at Level 1. Minor changes may be affected by appropriate phone consultation.

Date considered by CER: 01/25/2022

Disposition at Council Level:

approve

disapprove

Comments or Recommendations:

Chancellor/desig.: 

Date: 01/25/2022

The Univ. Chief Human Resources Officer will provide a signed copy of this form to the SUOAF chapter president.