

HHR Specialist- DHHR/OEPS

Kanawha County, WV

Summary

This job opportunity is not in the classified service and is not covered under the Administrative Rule of the WV Division of Personnel. Therefore, online applications are not accepted for this position. Interested persons must apply directly to the hiring agency, via email as indicated below.

Responsibilities:

- Recruiting and enrolling providers in traditional and non-traditional settings.
- Focus early efforts on those providers/settings best situated to serve priority populations.
- Train enrolled providers.
- Pandemic vaccine administration documentation and reporting.
- Use of jurisdiction's Immunization Information System (IIS), the Vaccine Administration Management System (VAMS), or other mass vaccination module that meets the CDC technology and data requirements.
- Submit required data to the CDC and Pandemic vaccination patient reminders.
- Report Vaccine Adverse Events (VAERS)
- Report all required COVID-19 vaccine administration data elements from the applicant's Immunization Information System (IIS), Vaccine Administration Management System (VAMS), or other mass vaccination module that meets CDC requirements.
- Onboarding to the Immunization (IZ) Gateway to share data and promoting use of technology to reduce errors.

Qualifications

Minimum:

- Training: Bachelor's degree from a regionally accredited college or university.
- Substitution for Training: Additional experience as described below may be substituted for the required training on a year-for-year basis.

- **Experience:** Two years full-time, equivalent part-time, paid or volunteer experience in a technical or program area that is related to the area of employment.
- **Substitution for Experience:** Post-graduate education in a field related to the area of employment may be substituted for the required experience on the basis of fifteen semester hours for one year of experience. **OR** Master's degree in social work for a regionally accredited college or university.

Submit Resumes to:

DHHRJobs@wv.gov