

POSITION DESCRIPTION

Position Title:	Authorised Immuniser	Directorate:	Infrastructure & Development
Position Number:	100568	Department:	Environmental Health
Employment Status:	Casual	Section:	Development
Employment Type:	Casual	Location:	Chambers
Classification:	Schedule A, Salary Point 20		
Reports to:	Senior Environmental Health Officer		

PRIMARY PURPOSE:

The primary function of this role is to administer vaccines to community members and staff as recommended by the National Health and Medical Research Council, and in accordance with the digital version of The Australian Immunisation Handbook.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Authorised Immuniser** reports to the **Senior Environmental Health Officer** for all operational and management matters.
- The role is a key contributor to the Environmental Health Team and will liaise with employees of Council.

2. External:

- The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, visitors and contractors to the City of Glenorchy.

OUR VALUES:

We respect each other

We respect the skills, knowledge and diversity of our team mates
 Everyone is heard and is valued
 We care for the well-being and safety of each other
 We check in on each other without being prompted
 Listening and being listened to matters

We are trusted

I've got your back and you've got mine
 We do what we say we will
 We are empowered
 Have honest and open conversations
 We are trusting and trustworthy
 We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together
 Solving important problems together
 We reach out to others and across teams for help
 We collaborate more and handball less
 Share our skills and knowledge

We deliver

We serve and stand up for our community
 We knuckle down and focus on what matters
 We are courageous and determined to find a way
 We seek opportunities to continually improve outcomes and then we act on them

OUR CULTURE:



We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Immunisations	<p>The Authorised Immuniser is responsible for:</p> <ul style="list-style-type: none">• compliance with Glenorchy City Council's Immunisation Procedures.• who is vaccinated after presentation, based on any contraindications and any other medical evidence.• the management of any medical emergencies or adverse events.• the reporting and documentation of any adverse reactions to the relevant authorities in conjunction with Council.• the recording of any amendments to consented vaccinations. Any additional vaccines proposed must be initialled by the client or adult.• ensuring that consent forms have been signed by the parent or client.• cold chain management during vaccination sessions.• compliance with the requirements of 'The Australian Immunisation Handbook' (revised from time to time) including, but not limited to, workplace health and safety, infection control and the management of anaphylaxis and Tasmanian Vaccination Program Guidelines (Department of Health, 2019) as updated from time to time.• Assisting in the development of a specific catch up program for individuals attending our monthly public immunisation sessions.
Customer Service	<ul style="list-style-type: none">• Promote the positive image of Council as a whole• Ensure that a high standard of customer service is maintained to both internal and external customers• Engage, listen to and act where appropriate on feedback from our customers• Implement, evaluate and continuously improve quality systems and processes for the section
General	<ul style="list-style-type: none">• Assist in the achievement of agreed outcomes consistent with department business plans and budgets• Perform any other duties as directed
Organisational Responsibilities	<ul style="list-style-type: none">• Support and adhere to Council's policies and procedures, code of conduct and relevant acts• The incumbent is required to commit to use Council's electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

SPECIALIST DELEGATIONS:

- Nil

LICENSES/ACCREDITATIONS/QUALIFICATIONS – ESSENTIAL:

- Registered Nurse
- WWVP

KEY SELECTION CRITERIA:

1. Possess and maintain registration with the Australian Health Practitioner Regulation Agency (APHRA) as a registered nurse (RN), possess and maintain a current cardiopulmonary resuscitation (CPR) qualification and process and maintain a current authorised immuniser registration with the Tasmanian Department of Health.
2. Minimum two years' experience as a RN, with demonstrated experience administering vaccines / experience with the National Immunisation Program
3. A commitment to quality customer service, including fostering a culture of customer service excellence.
4. Highly organised, with a high level of written and verbal communication skills
5. Ability to listen, decipher and research to provide authoritative advice to customers' efficiently and professionally.

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:			
Manager Signature:		Date:	
Director Name:			
Director Signature:		Date:	

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	