

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		

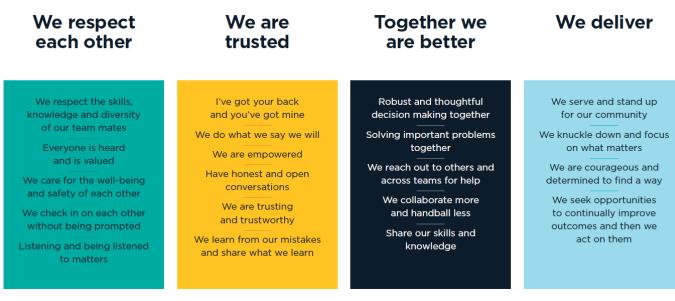
PRIMARY PURPOSE:

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:



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 RESPONSIBILITES:

RESPONSIBLITIES/TASKS	DUTIES	
Immunisations	The Authorised Immuniser is responsible for:	
	 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	 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	Assist in the achievement of agreed outcomes consistent with	
	department business plans and budgets	
	 Perform any other duties as directed 	
Organisational	Support and adhere to Council's policies and procedures, code of	
Responsibilities	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/ACCREDIATIONS/QUALIFICATIONS – ESSENTIAL:

- Registered Nurse
- WWVP

KEY SELECTION CRITERIA:

- 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:	