



Job Title:	COVID-19 VAMS Assistant
Reports To:	COVID Response Coordinator
Department:	Clinical Operations
FLSA Status:	Non-Exempt
Travel:	30%
Positions Supervised:	None
Work Schedule:	Full-Time, Temporary Hire

Job Summary

Under the direction of the COVID-19 Response Coordinator, the Vaccine Administration Management System (VAMS) assistant is responsible for assisting VAMS Coordinator during COVID-19 Immunization events. The VAMS assistant will be responsible for assisting with both clinic and clerical tasks.

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Bay Clinic is an equal opportunity employer.

Essential Functions

- Assist VAMS Coordinator with immunization clinic duties
- Assist in the VAMS system as the front desk administrator
- Make sure the immunization clinic is kept clean
- Assist with scheduling in patients in VAMS
- Work with the PSR in scheduling patients in both systems
- Assist patients in both the check-in and waiting room area
- Be able to assist coordinator with inventory
- Promote and support the Patient Centered Medical Home (PCMH) primary care model.
- Performs other duties as assigned
- Keep supervisor informed as to changes in work schedule

Qualifications

- Communication, Oral – Must possess strong communication skills.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Tolerance - Ability to work successfully with a variety of people without making judgments.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.

Skills & Abilities

Education: High School Diploma is required

Experience: Have worked in a healthcare setting
Customer service experience
Be able to multi-task in a fast pace environment

Computer Skills:
Excellent Electronic Practice Management and Electronic Health Records skills
Proficient in Microsoft Office environment.

Other Requirements: Should possess strong communication skills, and be comfortable working under pressure.
Must possess current Hawaii Drivers' License, and valid vehicle insurance. Must be able to work non-traditional hours to be able to attend community events.

Working Conditions

Healthcare environment with possible exposure to airborne and bloodborne pathogens.

Physical Requirements

Stand or sit for extended periods of time, do repetitive tasks with few breaks.

Physical Demands

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	O	10 lbs or less	F
Walk	O	11-20 lbs	O
Sit	F	21-50 lbs	N
Manually Manipulate	O	51-100 lbs	N
Reach Outward	O	Over 100 lbs	N
Reach Above Shoulder	O		
Climb	N	Push/Pull	
Crawl	N	12 lbs or less	O
Squat or Kneel	N	13-25 lbs	N
Bend	N	26-40 lbs	N
		41-100 lbs	N

****The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

Prepared By:	Human Resources
Date:	
Supervisor Approval:	
Date:	
Employee Signature:	
Date:	