

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (COMMUNICABLE DISEASE CONTROL & WELLNESS - VACCINE PROGRAM – LOCATION - ????)

VACCINE INVENTORY CLERK – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Vaccine Program, monitor, order and distribute vaccines, maintain vaccine inventory database and perform general administrative functions associated with the daily operations of the program.

GENERAL DUTIES

Receive all vaccine orders from physicians and medical facilities on a daily basis, answer questions regarding these products and their availability. Refer phone calls regarding immunization requirements, wastage and cold chain failure as appropriate.

Process vaccine orders using the vaccine inventory system and fill vaccine orders daily.

Maintain vaccine inventory as per Ministry guidelines

Receive and answer routine enquiries from staff, medical personnel and community agencies.

Notify manager and other relevant program areas (i.e. After hours) of any issues with refrigerators; temperature excursions; or air conditioning for the purposes of program planning.

Monitor temperatures on refrigerators and document readings as required by departmental policy

Ensure vaccine refrigerator doors are secured and no other materials are stored with vaccines.

Process returned/expired/cold chain failure vaccines on the inventory systems.

Complete daily physical counts and reconcile with the electronic inventory counts and bring forth discrepancies to manager on a routine basis.

Check vaccines received against amounts ordered and notify the Ministry of any discrepancies.

Organize the delivery of vaccines (and other medications) by couriers and ensure that coolers are prepared according to provincial guidelines.

Provide reports regarding vaccine distribution, vaccine wastage and client usage as requested by the Program Manager and/or Ministry.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated business office experience related to the duties above normally acquired through a combination of education and relevant work experience.
2. Experience in a computerized environment. Demonstrated knowledge of Microsoft Office (Word, Excel) and Microsoft Windows environment.
3. Good interpersonal communication skills.
4. Ability to multi-task numerous activities/responsibilities at once.

NOTE:

The successful candidate will be required to provide immunization records, which may include TB testing prior to the start of employment to meet the requirements of the Staff Immunization and Surveillance Policy and Procedure

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
