



# ST. FRANCIS COLLEGE

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## Health and Safety Coordinator (COVID-19 and Immunization Response)

**Job Summary:** Reporting to St. Francis College's ("SFC" or the "College") Assistant Dean/Director of Health Promotion and Wellness within the Division of Student Affairs, the Health and Safety Coordinator is responsible for the College community's immunization and COVID-19 and other health services, including, but not limited to, COVID-19 vaccination record keeping/administration, various other immunization records for students and employees, and testing Programs. The successful candidate will be the primary manager for tracking the College's compliance with immunization and vaccinations and for ensuring that all protocol and procedures are followed.

This position provides a customer-focused experience and ensures health performance and monitoring requirements and targets are achieved. The successful candidate will manage the College's COVID-19 testing site(s) and help ensure that testing meets the needs and requirements of the College community. They will also manage staffing and logistics for any COVID-19 vaccination clinics as may be held by the College. They will also work closely with department heads College-wide regarding COVID-19 issues to plan, prioritize, and adjust protocols related to vaccinations, testing and all related activities.

### **General Duties and Responsibilities:**

- Coordinates the overall operation of the College's immunization program, including, but not limited to, overseeing the implementation of all related activities, coordination with governmental agencies, and development of materials for the College community.
- Conducts trainings on the importance of immunizations and vaccinations. Provides training, guidance, coaching, and support to members of the College community as required.
- Coordinates the tasks and schedules of health and wellness staff to provide effective coverage and productive use of staff time. Troubleshoots difficult cases, provides referrals, and escalates issues as needed.
- Compiles statistics, conducts research, and updates records and reports.
- Confers with the College's management team regarding significant events that could impact program objectives (for example, potential outbreak situations, personnel issues, changes in health care facility's policies or infrastructure, or other special circumstances).
- Collaborates and coordinates with teams of health care professionals and the College's administration.
- Provides responsive, high quality service to outside agencies and members of the College community by providing accurate, complete and up-to-date information.
- Performs quality assurance through participating on calls and/or meetings and providing feedback to the College's Health and Wellness team. Exhibits critical thinking during calls to identify trends, gather additional information, and escalate any risks where necessary.
- Updates testing protocols to enhance guidelines or to meet compliance requirement updates from health departments and other agencies.

- Participates in calls from health departments and other agencies to stay up-to-date with local information and modify protocols as needed
- Contacts exposed individuals and assess immediate needs. Coordinates or provides informed consent/communications with affected parties and/or contact tracing, as may be required.
- Ensures receipt of needed services through the making appropriate referrals.
- May be required to participate in related grant writing activities.
- Performs all other duties as assigned.

#### **Covid-19 Testing Oversight:**

- Collaborates with the College's COVID-19 testing nurse, who is responsible for the day-to-day operations of the testing sites located on campus.
- Assists with training, guidance, coaching, and support to testing personnel, as needed.
- Assists with troubleshooting issues related to the collection of samples, entering data in the medical system, or concerns from any labs related to the collection of samples.
- Compiles statistics, conduct research, and update records and reports
- May be required to perform the functions of the COVID-19 testing nurse and other staff members as required.

#### **Covid-19 Vaccinations:**

Coordinates with the College Nurse and Assistant Dean/Director of Health Promotion and Wellness to:

- Organize primary or booster COVID-19 vaccination clinics.
- Obtain vaccine and ancillary supplies in a timely manner.
- Work with local pharmacies and/or hospital systems to secure vaccine commitments if unable to secure our own vaccine supply.
- Enters vaccination data so that vaccine administration and compliance data can be recorded and reported as needed. Assists members of the campus community to make their appointments related to vaccinations and testing.
- Coordinates staffing of vaccination clinics as may be necessary.

#### **Immunization Coordination:**

- Documents, tracks and ensures that all students and employees have the required immunizations, including, but not limited to COVID-19, MMR and meningitis, as applicable.
- Works collaboratively with the College Office of Accessibility and Accommodations, as well as the offices of Admissions, Registrar, Athletics, and Residence Life, to ensure that all special populations, including, but not limited to, those requesting accommodations, incoming freshman and transfer students, student athletes, and resident students, have the necessary immunizations or appropriate waivers by required deadlines.
- Assists with the planning for all vaccinations.
- Regularly informs and educates students, faculty and staff, private vaccine providers, and other partners regarding any changes in immunization schedules or presentations using various technologies, records, and reports.
- Develops and promotes other strategies to improve immunization coverage among students, faculty and staff.

**Required Qualifications:**

- Bachelor's degree in public health, social work, health administration, or related health field.
- At least three (3) years of experience in program management in a health care environment or equivalent combination of education and experience.
- Ability to communicate tactfully and effectively with a variety of individuals representing diverse cultures, ethnic and educational backgrounds.
- Ability to remain calm and exhibit a professional, positive attitude and work ethic.
- Excellent interpersonal organizational skills.
- Exhibits critical thinking and sound judgment.
- Ability to handle confidential information with discretion and professionalism.
- Ability to establish effective working relationships with students, staff, faculty, and other members of the community.
- Exercise appropriate judgment in answering questions and releasing information.
- Proficiency with computer programs and a variety of software.
- Must provide evidence of complete COVID-19 vaccination within 30 calendar days of hire, unless a medical or religious accommodation or exemption is requested and granted.
- Basic skills of crisis counseling, and the ability to confidently refer patients and contacts for further care if needed.
- Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
- Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
- Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
- Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Strong commitment to the College's mission and to its students, faculty and staff.

**Preferred Qualifications:**

- Experience with medical software.
- Thorough knowledge of medical office procedures.
- Thorough knowledge of medical terminology and equipment.
- Thorough knowledge of laboratory procedures and OSHA guidelines.
- Direct work experience conducting communicable disease investigation, case investigations, contact tracing and other related services.
- Experience in a public health setting, and/or informatics and related data entry, and/or nursing.
- Experience in supervising or leading personnel carrying out health education, community outreach, linkage to care, or other public health efforts.

Interested applicants can apply [here](#).

## **About St. Francis College**

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City's low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College's student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at <https://www.sfc.edu/>.

**St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.**