

# NOTICE OF JOB OPENING

<b>Posting Begins</b>	November 23, 2022	<b>Posting Ends</b>	December 7, 2022
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<b>Position Title</b>	<b>PROGRAM SPECIALIST</b>
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<b>Department</b>	Health Department	<b>Division</b>	
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	New Position		Full-time		Hrs./Week
X	Replacement	X	Part-time A	20+	Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

<b>Location of Position</b>	619 Ann Ave Kansas City, KS 66101
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**BRIEF JOB DESCRIPTION:** The Public Health Department of the Unified Government of Wyandotte County, Kansas City, Kansas is seeking a part time Program Specialist to assist in the Clinical Services Division. The primary work area will be administering vaccines across the lifespan including, but not limited to, Vaccines for Children, travel vaccinations, and COVID-19 vaccinations. This will include participation in outreach events in the community that will address health equity and more convenient access to vaccinations for Wyandotte County residents. Position will also include administrative support for Clinical Services/COVID as needed. Must be self-motivated, able to work with diverse client population, work in a high-paced team setting, and have great critical thinking skills. Bilingual Spanish/English a plus. 20–30-hour work week, which may include Thursday evening clinic.

**MINIMUM QUALIFICATIONS:** Associates Degree in a related field and one year of related program experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Must have Medical Assistant certification to practice in the State of Kansas and at least two years of vaccination and/or clinical experience. Public Health Experience is preferred. Must reside in Wyandotte County or be willing to relocate within 12 months.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE  
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

<b>Salary Range</b>	\$16.17-\$20.58/hr.	<b>PI #</b>	3636	<b>Class. Code</b>	1416
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It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.  
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY  
EOE**

*The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.*