

# NOTICE OF JOB OPENING

## GRANT POSITION

<b>Posting Begins</b>	December 12, 2019	<b>Posting Ends</b>	Until Filled
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<b>Position Title</b>	<b>PROGRAM SPECIALIST</b>
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<b>Department</b>	Health Department	<b>Division</b>	PHS
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

<b>Location of Position</b>	Health Department 619 Ann Avenue
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**BRIEF JOB DESCRIPTION:** The Public Health Department of the Unified Government of Wyandotte County/Kansas City Kansas is seeking a Program Specialist to perform medical assistant and procedures according to protocol in areas of immunizations, Family Planning, Prenatal and STI. Duties include but are not limited to: conduct patient interviews, obtain vital signs and physical measurements, administer immunizations, prepare areas of daily operations, inventory of supplies, collect specimens, administer medications per physician orders, educate parents and patients regarding conditions, medications, immunization schedules, document and chart in Electronic Medical Record, assist in public health emergencies, participate in outreach events and other duties as assigned.

**MINIMUM QUALIFICATIONS:** Associates degree in a related field and one year of related program experience or a combination of education and experience to meet job requirements. Bilingual Spanish/English is a plus. Must be self-motivated, able to work with a diverse client population, work in a team setting and exercise good nursing judgment. Knowledge and experience with child and adult immunizations. Kansas licensure as an LPN or Medical Assistant preferred. 40-hour work week Monday Through Friday which includes Thursday evening clinic. Must be a resident of or willing to relocate to Wyandotte County within one year of hire. If scheduled for an interview, the candidate will be required to complete assessments which will vary by positions: Typing (Speed & Accuracy), Data Entry, Spelling, Grammar, Math, Copying Numbers and Alphabetizing.

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

<b>Salary Range</b>	\$15.55-19.79/hr.	<b>PI #</b>	6417	<b>Class. Code</b>	1416
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**Extend 1/23/20**

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.*