

MEALS ON WHEELS – KEARNEY AREA

JOB DESCRIPTION – COMMUNITY VACCINE AMBASSADOR
Buffalo County

The Community Vaccine Ambassador is part of the Meals on Wheels Team. This position is primarily responsible for encouraging and providing access to vaccines and overcoming vaccine hesitancy by fostering vaccine confidence. The target population for this initiative is older adults, with special emphasis on homebound, low-income, rural sub-segments of Buffalo County.

The Community Vaccine Ambassador reports directly to the Executive Director or designee. This is a grant funded temporary hourly paid position for 35 hours per week. This position is expected to continue through October 31, 2022 unless earlier terminated or extended by Meals on Wheels of America.

Qualifications:

- * Requires previous work experience in which the following skills were attained: ability to handle confidential records; ability to deal with a variety of people under constantly changing circumstances and in a non-judgmental fashion, ability to prioritize tasks with minimal direction and meet deadlines and adhere to compliance with policy and federal regulations; ability to complete accurate mathematical computations; ability to communicate with good verbal and written skills.
- * Requires experience with Computers, and Windows.
- * Requires flexibility to meet with residents and attend events out of town as directed.
- * Requires a valid driver's license and be insurable:
- * Requires use of personal vehicle and proof of registration and insurance.
- * High School Diploma.

Essential Job Functions:

Reach out directly to community members to educate them about the COVID-19 vaccine and provide information to those impacted by COVID-19 and its long-term health effects.

Develop and/or participate in call center outreach for targeted outreach and resource referral.

Provide registration services (including information on the closest vaccine locations), education, and/or canvassing to address barriers for vaccination.

Assist individuals in making vaccine appointments, make vaccine reminder calls/texts, and arrange for transportation and child care assistance to vaccine appointments as needed.

Make referrals to and connect people with social services to address underlining social needs.

Confidentiality

Maintain confidentiality of information, processes and data and ensure the provision of adequate safeguards within the department to assure such confidentiality.

Non-Discrimination

Comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and HUD regulations governing Fair Housing and Equal Opportunity.

Miscellaneous

Initiate, receive and file correspondence; schedule appointments; develop forms as needed, Updates SOP. Develop and maintain relations with local agencies, available to attend workshops, seminars and meetings as designated by the Executive Director or designee

Physical Demands and Working Conditions:

Ability to work in a standard office environment with the ability to travel to different sites and locations. Ability to exert up to 30-50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move an object. Work involves sitting and working at a computer, performing administrative duties; typing, filing, bending over to low files, reaching high files; involves walking, standing and driving. May be required to work beyond regularly scheduled hours to complete essential tasks and special projects, as assigned. The requirements for this position are indicative of the physical and mental capacities needed to satisfactorily perform the duties for the position. Reasonable accommodations as required by the Americans with Disabilities Act will be granted whenever possible.

THE HOUSING AGENCY RESERVES THE RIGHT TO CHANGE, REASSIGN, OR COMBINE JOB DUTIES AT ANY TIME.

AN EQUAL OPPORTUNITY EMPLOYER

Standard Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

"Employer" Kearney Housing Agency	Position applying for Community Vaccine Ambassador
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PERSONAL DATA

Name (last, first, middle)			
Street Address and/or Mailing Address	City	State	Zip
Home Telephone Number	Business Telephone Number	Cellular Telephone Number	
Date you can start work	Salary Desired	Do you have a High School Diploma or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	

POSITION INFORMATION Check all that you are willing to work

Hours: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Days <input type="checkbox"/> Evenings <input type="checkbox"/>	Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Weekends <input type="checkbox"/>	Status: Regular <input type="checkbox"/> Temporary <input type="checkbox"/>
Are you authorized to work in the U.S. on an unrestricted basis?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.)		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, explain:			
Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Can you perform these essential functions of the job with or without reasonable accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>			

QUALIFICATIONS Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

SPECIAL SKILLS List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.)

REFERENCES Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship

WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

Job Title #1	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer? Yes No N/A

Job Title #2	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #3	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #4	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature

Date