



We are hiring an Immunization & Logistics Coordinator to join our amazing team in Cheyenne, Wyoming. The heart of public health is the community we work to protect. For Cheyenne Laramie County Public Health (CLCPH), that community is Laramie County. We live by the mission to protect, promote, and enhance community health for everyone in Laramie County.

As an Immunization & Logistics Coordinator, you will:

1. Orders vaccines, necessary medical supplies, proper receipt, and storage of vaccine deliveries.
2. Documents vaccine inventory information and organizing vaccines within the storage units including rotating stock at least weekly and removing expired vaccine.
3. Collects data for the Immunization Clinic. Ensures the data is accurate in the WYIR, inventory, billing, and local reports (i.e., Board of Health data). Investigates and corrects discrepancies accordingly and seeks guidance from Manager when unable to resolve.
4. Works in collaboration with the Wyoming Department of Health Immunization Unit to ensure compliance with the program specific policies and guidelines.
5. Sets up temperature monitoring devices. Reading and recording storage unit temperature a minimum of two times each workday. Reading and recording storage unit temperatures from a digital data logger two times each workday. Reviewing and analyzing temperature data at least weekly for any shift in temperature trends.
6. Responds to out-of-range temperatures (temp excursion) to include afterhours notification.
7. Oversees emergency preparation, including plans for ensuring safety of vaccine during emergencies. This includes appropriate handling of vaccines during a disaster or power outage.
8. Assists with the organization of vaccine events both in the community and within the CLCPH office.
9. Ensures staff is properly trained in vaccine handling.

If you are the right person for this opportunity, you will have the following skills and experience:

- High School Diploma - Required
- CPR - Required
- Pharm Tech - Preferred
- Healthcare experience - Preferred



Find out more about Cheyenne Laramie County Public Health at:  
<https://clcpublichealth.org/public-health-nursing-home/>.

If you are ready to become part of our amazing team, you can apply at [Indeed.com](https://www.indeed.com) or on our website at <https://clcpublichealth.org/admin/job-openings/>.