COVID-19 Vaccination & Documentation Requirement

In accordance with Allegheny County policy, as of August 9th, 2021, all prospective external applicants and re-hires who have received a written conditional offer of employment will be required to either be fully vaccinated or have at least one shot of a two-shot series before beginning work, providing documentation of the COVID-19 Vaccination. Any employee who does not receive the second shot within 30 days will have their probationary employment terminated. Allegheny County will allow for medical and religious exemptions from the requirements in accordance with state and federal law.

Per the CDC, people who are considered fully vaccinated are those who are:
- 2 or more weeks after their second dose in a 2-dose series, such as Pfizer or Moderna vaccines or
- 2 or more weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine

If you do not meet these requirements, you are NOT deemed fully vaccinated.

No applicant may begin employment until COVID-19 Vaccination Documentation is received by Allegheny County, and the applicant has been made a final offer of employment pursuant to meeting all hiring considerations.

Nature of Work/Overview

Primary liaison between the primary care providers (PCPs) and WIC (Women, Infants, and Children) for the purpose of increasing PCPs onboarding to Health Information Organizations in Pennsylvania with a goal of streamlining the WIC certification process.

Position Responsibilities

- Develop ongoing relationships with PCPs, particularly those that specialize in family, pediatric and obstetric practices; educate staff and maintain a referral network;
- Present information about WIC benefits to groups in a creative and professional manner
- Develop a Health Information Exchange guide for PCPs;
- Maintain ongoing and consistent interaction with physicians and practices as the medical liaison to answer questions about WIC and Health Information Organizations in Pennsylvania;
- Track and maintain a record of all activities and contacts;
- Perform the duties of the WIC Nutritionist onsite at community partner and co-location sites, and as needed in the clinics. The amount of time spent on clinic schedules may vary depending on priorities and staffing levels;
• Develop and utilize tracking and evaluation tools to analyze the effectiveness of all activities, based on the criteria outlined in the grant agreement;
• Manage and complete targeted mailings, media campaigns, and material distribution;
• Perform other job-related duties as assigned by supervisor(s).

Start Date and End Date
The Medical Liaison will be expected to start work on 05/17/2021, and work until 06/30/2022.

Hours Per Week
The Medical Liaison will be expected to work 40 hours per week.

Location
WIC Administrative Office with expectation for local travel up to 30% of time.

Computer Requirement
The WIC Program will provide computer equipment.

Minimum Requirements/Qualifications
• Registered Dietitian, Registered Nurse, or an Internationally Board-Certified Lactation Consultant (IBCLC) with a Nutrition or Nursing background.
• An understanding of Health Information Exchanges and/or prior WIC or similar experience/credentials (preferred).
• Access to vehicle and ability to travel with little advance notice required.
• Act 33/34 and FBI fingerprinting are required prior to starting position.

Experience/Skills/Abilities
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Superior professionalism and interpersonal and customer service skills
• Excellent written, verbal and non-verbal communication skills to be used in both individual and group settings
• Ability to develop effective educational materials
• In-depth understanding of WIC nutrition and breastfeeding principles
• In-depth understanding of the WIC certification process
• Willingness to connect with Health Information Organizations and learn substantial amounts of information about Health Information in Pennsylvania
• Strong organizational skills and ability to multi-task
• Ability and willingness to adapt to changing work environments
• Accurate with a strong attention to detail
• Strong critical thinking and problem-solving skills with ability to develop corrective action plans
• Competent word processing and computer skills
• Ability to function within a team, keeping others informed of information and issues in a clear, concise manner
• Able to independently work and make sound decisions
• Knowledge and understanding of HIPAA regulations
• Ability to work with and relate to various social, economic and ethnic groups
Compensation
Hourly: $26.00

How to Apply
Interested candidates should submit their cover letter and resume/CV to Lisa Matt at Lisa.Matt@AlleghenyCounty.US.

Please note that this is a contract-only position and that although the individual will be working for the Allegheny County Health Department under the supervision of Allegheny County Health Department staff, the individual is not considered a County employee but hired as a contractor through a third-party employment agency.