



POSITION TITLE: COVID Vaccine Registration Clerk

SALARY RANGE: \$16.00 per hour (35 hrs/weekly) (Temp Services)

DEPARTMENT: Health and Community Wellness

REQUIREMENT: Applicants must be City of Newark Residents.

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SUMMARY:

This position would look to zoom interview and start as soon as possible!

Under general supervision and according to DHCW established policies and procedures, provides a variety of specialized services in support of the operations of their assigned clinic. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

JOB DESCRIPTION:

- Check- in scheduled patients
 - Confirm demographic information in EMR and edit as necessary.
 - Confirm 2nd vaccine appointment is scheduled
 - Make appointment reminder calls.
 - Arrive and Checks- Out vaccine appointment
 - Schedule add on appointments as needed
 - Consistently demonstrate outstanding customer service
- Other clerical duties as assigned

Knowledge, Skills and/or Abilities:

Required: Excellent communication skills, and telephone skills; detail oriented, EMR experience a plus

Preferred: Knowledge of general office equipment, Bilingual