Cass County Health Department
RESPONSIBILITIES AND DUTIES OF PART TIME NURSE

Work Schedule

• Will assist full time nurses with immunization clinics on or off site
• Availability to work for nurses during vacations, sick time, etc.

Job responsibilities

• Provide patients with vaccine education, administer vaccines, and properly document vaccines administration on necessary paperwork and in computer
• Schedule appointments and return phone calls as necessary
• Ensure copies and all paperwork are prepared for clinic
• Offer assistance throughout the office when needed.
• Any additional job duties requested by supervisor

Education

• Current LPN or RN
• TB certification
• Knowledge of vaccine preferred