

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