

**Position Description**  
**County of Perry, Indiana**

**POSITION:** Vital Records / Immunization Coordinator / CMA Health  
**DEPARTMENT:** Health  
**DIVISION:** Vital Records / Nursing  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGROY:** COMOT (Clerical, Office Machine Operation, Technician)  
PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** June 2026

**STATUS:** Full-Time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position at a satisfactory level. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Perry County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

The prospective employee will serve as Vital Records/ Immunization Coordinator / CMA for the Health Department. They will be responsible for maintaining Department vital records and vital records statistics. They will also be responsible for providing education and health/nursing care to County residents and ensuring compliance with established policies, practices, protocols, and professional and public standards.

**DUTIES:**

- Prepare, record, and preserve vital records in compliance with Indiana State Department of Health (ISDH) guidelines.
- Coordinate with ISDH personnel to resolve issues pertaining to procedures or individual records.
- Issue certified vital records as requested. Receive and record associated fees.
- Assist with filing immunization records and update records in CHIRP.
- Assist in providing patients access to their personal vaccination records through the Indiana vaccine registry website.
- Screen all vaccine clinic patients for federal Vaccines For Children (VFC) eligibility.
- Process and prepare billing and coordinating with third party administrators, primarily Vaxcare.
- Prepare and issue paternity affidavits and amendments.

- Perform a variety of clerical functions. Most often, compose correspondences, prepare documents, maintain organized files, and process mail.
- Monitor and maintain inventory of supplies and forms, ordering as needed.
- Obtain and maintain Child Passenger Safety Technician (CPST) in Indiana. Re-certification is required every 2 years.
- Assist in investigating animal bite incidents.
- Administer immunizations to infants, children, and adults.
- Provide head lice checks and education on head lice/nit removal.
- Perform pregnancy tests, lead testing, STI testing, and tuberculosis testing as necessary.
- Assist with coordination and response to epidemics.
- Coordinate and conduct public health fairs and immunization clinics. Providing blood pressure readings, diabetes screening, immunizations, and instruction as needed.
- Provide follow up consultation for abnormal lead results.
- Consult with medical personnel regarding patient care. Schedule patient appointments, make referrals, counsel, and provide health-related information.
- Monitor and maintain inventory of vaccines and other medical supplies.
- Maintain facilities and equipment, including the performance of regular cleaning and sanitation.
- Performs all other duties as assigned

**REQUIREMENTS AND SKILLS:**

- Active CMA credentials in the State of Indiana.
- Successfully complete various certifications as required by ISDH.
- Certification in CPR, TB skin testing, and other areas as required for public health programs.
- Practical knowledge of state and local regulations regarding vital records. Working knowledge of standard filing systems.
- Occasionally respond to public health emergencies on a 24-hour basis.
- Perform a variety of standard office-related skills.
- Able to work alone and with others in a team environment with minimum supervision.
- Provide public access or maintain confidentiality of department information and records according to state requirements.
- Comply with all employer and department policies and work rules. Including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Occasionally work extended, weekend, and/or evening hours. Occasionally travel out of town for training/seminars.
- Possession of a valid driver's license.

**DISCLOSURE STATEMENT:**

The prospective employee maintains considerable contact with the public and may be exposed to irate/difficult persons. The employee is regularly exposed to normal health hazards associated with public health nursing. Universal health precautions must be followed to ensure safety of self and others, including wearing protective clothing or equipment.

**APPLICATION/EMPLOYEE ACKNOWLEDMENT:**

The job description for Vital Records/Immunization Coordinator / CMA for the Health Department describes the duties and responsibility for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name