



# CALIFORNIA IMMUNIZATION REGISTRY (CAIR)

## TRAINER

(For Orange County and the South Bay and South East areas of Los Angeles County)

### POSITION ANNOUNCEMENT

This position serves as a Trainer for the CAIR Los Angeles-Orange Region. CAIR is a web-based information system that maintains electronic immunization records which helps providers, schools and other agencies (e.g., WIC, foster care) track and update immunization records, assess vaccinations due at each visit, and identify patients who are overdue for immunizations. The CAIR Los Angeles-Orange Region is part of the statewide CAIR system and is a partnership between four local health departments - Los Angeles County, Orange County, Long Beach and Pasadena. This position will cover Orange County and the South Bay and South East areas of Los Angeles County.

#### DUTIES:

- Coordinate and conduct CAIR trainings for staff in community clinics, private medical offices, schools and other organizations.
- Conduct special trainings on specific aspects of the CAIR software (e.g., reminder/recall).
- Maintain training calendar and database, and create and distribute trainee certificates.
- Provide data and reports on training activities as needed.
- Participate on the CAIR Training Committee and assist in developing and updating training policies/procedures, tools (e.g., user manuals, training guides, exercises, forms) and the training/user support sections of the CAIR website.
- Conduct evaluations of training activities and make/recommend improvements.
- Work with the CAIR Regional Manager and other CAIR staff in the general development of the CAIR Los Angeles-Orange Region including the development of annual goals and objectives, policies and procedures, provider and parent education materials, quality assurance measures and special projects.
- As time allows, assist with quality assurance activities including conducting assessments of providers' use of CAIR and generating Data Quality Reports and Recommendations for providers.

Note: Trainings are: hands-on (i.e., each user is given a laptop workstation) and presentation-style; conducted on-site at CAIR Training Centers and off-site at clinics/provider offices; conducted for approximately 5-15 users per session; and take between 1-3 hours to complete depending on the type of training being conducted. Trainings are most often conducted during business hours, but sometimes are conducted during non-business hours (e.g., early mornings, late evenings). Trainers must transport/set-up/break down training equipment at each location.

**Desirable qualifications:** A Master's degree in Public Health or related field or a Bachelor's degree and three year's experience in the public health or health care field. Interest and/or experience conducting training as well as ability/comfort setting-up laptop computer workstations at training locations.

**Starting salary:** \$4,446 per month plus benefits

**Email or fax resume by January 31st, 2010 to:**

Robyn Davis, MPH, Regional Manager

CAIR Los Angeles-Orange Region

3530 Wilshire Blvd. Suite 700, Los Angeles, CA 90010

Email: rdavis@ph.lacounty.gov, Fax: (213) 351-2784, Phone (213) 351-7483

**F/M/V/H/EOE**