

# Southern Regional Health Authority

## Manchester Health Department

**Compassion | Accountability | Respect | Efficiency**  
5-7 Ward Avenue, Mandeville, Manchester, Jamaica WI  
Tel: (876) 613-1543/876-6135895/876-613-5739  
Website: [www.srha.gov.jm](http://www.srha.gov.jm)

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position at the **MANCHESTER HEALTH DEPARTMENT**:

### **SENIOR CONTACT INVESTIGATOR (HPC/SDI 2) -Vacant**

(Salary range \$5,863,044 - \$6,969,317 per annum and any applicable allowances)

Under the direct supervision of the Medical Officer of Health, coordinates contact investigating for the parish and ensures the necessary investigations and location sources of sexually transmitted diseases and suspected contacts are done. Performs related functions of treatment and counseling.

#### **Qualifications and Experience:**

- A trained Registered Nurse/ Public Health Inspector/ Medical Technologist/ Dental Nurse
  - Successful completion of the Ministry of Health Contact Investigation Training Programme.
  - Training in Sexually Transmitted Disease investigations and/or training in Disease Epidemiology and Surveillance
  - Certificate in Supervisory Management
- Plus**
- Five (5) years experience in contact investigating

#### **Required Knowledge, Skills & Competencies::**

- Knowledge of principles and practices of Contact Investigation
- Knowledge of Research Methodology, Epidemiology and Management
- Knowledge of Socio-Cultural Practices and their impact on health
- Knowledge of National HIV/AIDS workplace policy and Management SOP
- Knowledge of PMTCT SOP
- Knowledge of Community Health & Patient Care Management
- Knowledge of National Services Act 1997 and Health Policy
- Working knowledge of Microsoft Office
- Able to respond to deadlines and prioritize accordingly
- Good oral and written communication skills
- High level of confidentiality
- Skills in counseling

#### **Key responsibilities will include:**

- Verifies notifications of STIs submitted from health centres to the health department.
- Interviews and refers infected persons to obtain general and medical information about their sexual contacts.
- Locates and motivates suspect cases and contacts, to report quickly to the physicians or clinics, for medical examination to determine the presence of infection and obtain treatment where necessary
- Conducts STI clinic sessions to interview, counsel and ensure that clients and their contacts are appropriately treated according to the national STI management protocols.
- Prepares patient records in the prescribed manner
- Conducts Phlebotomy at STI clinics
- Conducts pre and post-test counselling for HIV and syphilis testing
- Participates in the surveillance of HIV and STIs and conduct Surveillance of known cases of HIV/AIDS/STI/TB and their contacts and investigate delinquents
- Assists in organizing and conducting outreach programmes and targeted interventions for high-risk groups such as Adolescents, Commercial Sex Workers and Men who have Sex with Men

- Conducts STI Health Education in schools, community groups, work places and Non-Governmental Organizations
- Fosters and maintains professional relationships with private physicians and other health and welfare agencies in communities
- Prepares and submits monthly reports
- Monitors the STI/HIV/AIDS programme and ensures that policies and guidelines are followed at the parish level.
- Provides technical supervision to level 1 Contact Investigators, and advice to the Medical officer (Health) and Regional Contact Investigator.
- Identifies gaps within the contact investigation programme at the parish level and take action or recommend strategies to alleviate the problems.
- Contributes to the formulation of the CI Parish program plans.
- Participates in studies carried out at the clinic or in the community.
- Conducts performance evaluations and prepares reports on level I Contact Investigators for review by the Medical Officer of Health
- Makes representation on behalf of Contact Investigators with administrative and human resource departments at the parish level.
- Participates in the training and mentoring of Contact Investigator trainees assigned to the parish.
- Conducts orientation of relevant new staff members

Applications along with resume should be sent no later than **Friday, August 22, 2025** to:

**Senior Human Resource Officer  
Manchester Health Department  
5-7 Ward Avenue, Mandeville  
Manchester**

***E-Mail – [manchesterhealthjobs@gmail.com](mailto:manchesterhealthjobs@gmail.com)***

**IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL\*\***

**\*\*PLEASE INDICATE IN THE 'SUBJECT LINE' THE NAME OF THE POSITION TO WHICH YOU ARE APPLYING\*\***

**NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.**