

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
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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 four (4) positions:

1. **Treatment Care & Support Officer (GMG/SEG 1) - Regional Office**
Salary range \$1,577,167 - \$1,874,755 per annum and any allowance(s) attached to the post.
2. **Case Manager (GMG/SEG 1) - Mandeville Regional Hospital**
Salary range \$1,577,167 - \$1,874,755 per annum and any allowance(s) attached to the post.
3. **Social Worker (HPC/MSW 1) - Mandeville Regional Hospital**
Salary range \$1,241,070 - \$1,475,242 per annum and any allowance(s) attached to the post.
4. **Data Entry Clerk (MIT/IT1) - 2 Positions - St. Elizabeth & Manchester**
Salary range \$720,108 - \$855,982 per annum and any allowance(s) attached to the post.

1. TREATMENT CARE & SUPPORT OFFICER (GMG/SEG 1)

Job Purpose

Under the direct supervision of the Regional Treatment Care & Support Officer, the incumbent will be responsible for providing technical support/directing/coordinating the areas of testing, treatment, care and support to patients under the HIV/STI Programme.

Qualification and Experience

The ideal candidate must possess:

- Bachelors Degree in Social Work **OR** Masters Degree in Public Health or Social Sciences
- Experience in Public Health and/or with managing HIV/AIDS patients would be an asset
- Have at least three (3) years field experience in HIV/Public Health

Required Skills & Specialized Techniques

- Computer literate, with the ability to use software applications such as Word, Excel, PowerPoint
- Excellent data management and research skills
- Excellent time management skills
- Excellent oral and written communication skills
- Good interpersonal skills
- Project Management skills

Key responsibilities will include:

- Assisting in the development and implementation of all HIV/STI Prevention, treatment, Care and Support activities within the assigned treatment site
- Monitoring Provider Initiated HIV Testing and Counselling (PITC) in both Hospitals and Health Centres
- Monitoring PITC at the facility as well as coordinating training of staff in PITC
- Liaising with other health care providers for support in the coordination of the linkage and retention in care activities
- Collaborating with technical staff and field officers in the collection, collation, and analysis of data from treatment sites, testing sites and HIV databases
- Leading the development and implementation of Quality Improvement (QI) plans and maintenance of tracking systems for reports received and processed
- Assisting Regional TCS Officer in conducting quarterly pharmacy audits
- Liaising with public and private pharmacies to assist with issues relating to order processing and delivery to ensure an uninterrupted supply of ARVs
- Liaising with Parish PMTCT Coordinator to ensure the timely submission of reports

2. CASE MANAGER (GMG/SEG 1)

Job Purpose

Reporting to the Regional HIV/STI/Tb Coordinator, the incumbent will offer a range of client-centered services that link PLWHA with health care, psychosocial, and other services. This will include the coordination and follow-up of medical treatments, timely and coordinated access to medically appropriate levels of health and supportive services and continuity of care, through ongoing assessment of the client's and other key family members' needs and personal support systems. The case manager will play a key role in tracking outcomes and increasing the number of patients achieving viral suppression

Minimum Required Qualifications and Experience

The ideal candidate must possess:

- A BSc. Degree in Nursing , Social Work, Social Sciences, Health Sciences or other relevant field.
- Minimum of three (3) years field experience in HIV
- Basic HIV/AIDS Knowledge and experience managing HIV/AIDS patient would be an asset

Required Knowledge, Skills and Specialized Techniques

- Excellent oral and written communication skills
- Proficiency in the use of relevant computer applications (MS Word, Excel & Powerpoint)
- Ability to work on own initiative with minimal supervision
- Excellent planning and organizing skills
- Good interpersonal skills
- Strong time management skills

Key Responsibilities will include:

- **Assessment:** Obtaining information from the clients about their needs resources and wishes.
- **Planning:** Mutually agreeing on goals for participating in case management, planning activities to address identified needs and developing strategies to achieve goals.
- **Linkage:** Actively connecting clients to needed services and resources
- **Monitoring:** Methodically assessing clients' progress towards the goals and objectives that are stated in their service plans.
- **Advocacy:** Ensuring that services are delivered in a timely manner and provides support to address barriers to care that occur along the continuum.
- **Coaching,** counselling and advising family members of PLWHIVA about needs, care, support and treatment
- Providing one-on-one, family and group counselling in the areas of managing personal hygiene and nutrition, identifying and taking immediate informed action to manage grief, death and dying and medical needs to PLWHA, their family members, peers and friends.

3. SOCIAL WORKER (HPC/MSW 1)

Job Purpose

Under the general supervision of the Regional Social Worker, working as part of a multidisciplinary team, providing holistic treatment care and support; the incumbent has responsibility to conduct comprehensive social investigations in order to identify the social, emotional and economic needs of People Living with HIV/AIDS (PLWHA) and initiate appropriate case management strategies.

Minimum Required Qualifications and Experience

The ideal candidate must possess:

- Bachelor's Degree in Social Work from an accredited tertiary institution.
- Successful completion of internship
- Minimum of three (3) years' experience in public health system
- Experience of working with PLWHA is desirable

Required Knowledge, Skills and Specialized Techniques

- Comprehensive knowledge of the scope and methods of social work
- Sound knowledge of the environment and community resources
- Working knowledge of the public health systems relating to the delivery of health care
- Well developed interviewing skills
- Ability to communicate effectively in both oral and written format
- Good analytical skills
- Ability to relate to individuals and groups of varying educational backgrounds

Key Responsibilities will include:

- Conducting comprehensive social investigations in order to identify the social, emotional and economic factors related to the needs of People Living with HIV/AIDS
- Consulting with other members of the Health team to provide information on social factors impinging on treatment, care and support of HIV/AIDS clients
- Communicating with the relevant agencies and other professional groups in the interest of patients and to provide data for the development of social and workplace policy to reduce stigma and discrimination of People Living with HIV/AIDS
- Developing and strengthening linkages between the NAC/PAC and other NGOs and health care teams within the Parish
- Fostering the development and strengthening of support groups geared towards PLWHA
- Strengthening the referral network for PLWHA between various institutions within/between the regions
- Facilitating interactions between PLWHAs and Family with a view to encourage family support and acceptance
- Recommending financial assistance in respect to maintenance and grants for orphans and vulnerable children due to HIV/AIDS liaising with relevant children services to secure assistance
- Participating in the supervision and facilitating the implementation of the Home Based Care programme.

4. DATA ENTRY CLERK (MIT/IT 1)

Job Purpose

Under the general supervision of the Regional Social Worker, the incumbent will work closely with the Monitoring and evaluation Team to support the effective implementation of the programme activities and contribute to the achievement of programme goals and objectives, by uploading/scanning and inputting data into the relevant databases.

Minimum Required Qualifications and Experience

The ideal candidate must possess:

- A minimum of 5 GCE/CXC or equivalent (inclusive of English Language)
- Working knowledge of Microsoft Word, Access and Excel
- Data Entry experience is an asset
- Familiarity with the current HIV databases is an asset

Required Knowledge, Skills and Specialized Techniques

- Excellent computer skills
- Ability to work with details
- Good oral and written communication skills
- Ability to interact well and develop positive relationships with Stakeholders of different backgrounds
- Good interpersonal skills
- High level of confidentiality
- Ability to function effectively as a member of a team

Key Responsibilities will include:

- Performing data entry in several different databases including highly confidential information
- Developing and maintaining tracking system for reports received and processed by the NHP
- Maintaining filing system for data entry forms
- Assisting with the gathering/collation of data and data collection forms from various sources
- Performing validation and verification of data entry forms with documentation of findings
- Collaborating with professional staff and field officers in the collection, collation and analysis of data from M&E system including data for donor reporting e.g Global Fund
- Preparing submission for quarterly HIV and M&E Update
- Assisting in the preparation of study documents for IRB submission
- Participating in training workshops to build capacity in Data Quality among sub-recipients
- Performing simple system administration duties such as backing up databases, internet searches, antivirus updates, etc.

Applications along with resume should be sent no later than **Friday, February 12, 2021** to:

**Director, Human Resource Management & Industrial Relations
Southern Regional Health Authority
3 Brumalia Road
Mandeville.
E-Mail - jobs@srha.gov.jm**

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED