

Position Title: Specific Task – Health Facility Assistant

Reports to: Site Support Officer

Job Location: Mwanza

Overall Job Function:

The Health Facility Assistant – Specific Task will be responsible for supporting health facility providers with comprehensive management of client information from entry to exit and facilitate timely entry of client information into existing database. S/he will work with Health Care Workers (HCWs), Facility Data Officers and Expert Clients (EC) to navigate clients that attend at the HF and ensure timely documentation of services offered and support COVID-19 vaccination efforts.

Specific Responsibilities and Duties:

- Stay at the assigned health facility(ies) every day during working hours to support the CTC and other HIV related programming at site
- Work with ECs assigned to the facility to arrange clients' records in a smart and easily accessible manner
- Prepare a list for clients with appointments using the appointment register, a day before and ensure their files have been identified and placed at an accessible location
- Make phone calls to clients for appointment reminder (at time intervals including 1 week, 3 days, and 1 day prior to appointment date) and for unreachable clients share information with EC for physical reminder
- Arrange ART refill differentiated service delivery modality (DSDM) in collaboration with CTC HCWs and ECs based on clients need and as per national guidelines
- Support linear scale up of 6MMD to eligible all eligible clients in the HF
- Navigate clients that come for their appointment and ensure movement of the clients file to the necessary points for recording
- Return files to their respective location after the data clerk has entered the information into the database
- Sort and mark clients for HVL eligible clients prior to clinic day and remind clinician/nurse to request for a test when the client comes for their appointment
- In collaboration with HCWs, update appointment register during clinic visits
- Sort files for Missaps and clients' with interruption to treatment, share list for training with ECs and update status in tracking register
- Sort and remove files for clients that have been transferred out or with reported death status and organize them for easy access
- Follow up to ensure that all clients are being attended using their CTC 2 records and all needed information is being captured
- Daily review of clients' charts prior to sharing with data clerks to ensure all information has been captured by clinician/nurse
- Ensure data clerks enter and upload CTC2 data to monthly portal every day; and in the first week of the month, ensure all data uploads are complete for the previous month within 3 working days.
- Share daily and weekly progress reports with site support officer

- Support uptake of COVID-19 vaccine and recording vaccination status of PLHIV and facility providers and share daily and weekly reports
- Perform any other tasks as assigned by supervisor

Required Qualifications, Knowledge and Skills:

- **Required Education:** Advance Diploma or degree in clinical medicine
- **Required Experience:** Minimum 2 years' working experience in HIV programming, especially supporting activities at care and treatment clinics including data management
- Flexible to work after normal working hours and weekends
- Ability to interact well with others
- Demonstrated knowledge on HIV/AIDS prevention, care and treatment, and adherence and psychosocial support programs
- Demonstrated ability to provide strong technical guidance for any interventions related to HIV
- Excellent written and verbal communication skills with fluency in Kiswahili and English
- Strong computer skills (MS Excel, Access, Word, and PowerPoint at minimum)
- Must be based in Mwanza