



## LINKAGE AND RETENTION OFFICER

**POSITION SUMMARY:** The Linkage and Retention Officer is responsible for coordinating and managing the linkage to care, initiation of HIV treatment, and retention in care of beneficiaries diagnosed with HIV through the FIKIA project which is a community-based HIV prevention program. The Linkage and Retention Officer's responsibilities include identification of clients who are not linked to or retained in care, and coordination for follow-up of these clients to ensure they achieve viral load suppression. The Linkage & Retention Officer liaises with facility partners and health facility representatives to ensure continuity of care for HIV positive clients between community and facility-based services.

### MAJOR ACCOUNTABILITIES

- Develop work plans for the day-to-day implementation in assigned region to achieve linkage to and retention in care for beneficiaries who are diagnosed with HIV from community based testing efforts and ensure the activities are carried out as planned
- Monitor the uptake of HIV testing and treatment including test-and-treat strategies and identify gaps to improve uptake of treatment initiation, linkage to and retention in care.
- Ensure all contacts and partners of newly diagnosed PLHIV are reached for index testing
- Work closely with clinical implementing partners and health facility in-charges to coordinate activities, share data and work-plans to ensure continuum of care for beneficiaries reached or followed up in the community.
- Work closely with M&E staff to ensure data on linkage and retention collected by the program are accurately captured, and support CTC2 data extraction to enable follow-up and reporting on linkage and retention.
- Improve feedback on referrals from health facilities and overall strengthen the continuum of care between community and facility interventions.
- Supervise CTC2 data extraction and compare with ICAP data, and monitor the identification and follow-up for clients who are lost-to-follow up and missed appointments.
- Perform any other relevant duties as assigned by the supervisor.

### REQUIRED COMPETENCIES AND QUALIFICATIONS:

- **Required Education:**
  - Medically trained personnel with a diploma or higher including: Nurse, MD, clinical officer, assistant medical officer



- Non-medical personnel with a Bachelor's degree or higher in the following fields: Public Health, Sociology, Psychology, Social Work, Gender Studies, or Community Development.
- **Required Experience:** Minimum 3 years' experience working directly with people living with HIV, providing counselling or other prevention and treatment services **including** at least one year experience supervising other staff.
  - Preference given to those who have additional experience working with Key and Vulnerable Populations (KVP) for HIV prevention and care.
- Familiarity with MOH tools on HIV care and treatment such as CTCI and 2 cards, registers and database.
- Excellent speaking, reading, and writing skills in English and Kiswahili
- Excellent computer skills, at minimum with Microsoft Office package
- Ability to maintain confidentiality regarding clients' health status and sensitive information contained in data sources.
- Flexibility to work after normal working hours and weekends at informal gatherings and entertainment centers and travel extensively to remote areas, including islands.
- Ability to interact well with all targeted groups and peer outreach workers by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment in the program, to welcome all key and vulnerable population beneficiaries regardless of their background