

**TERMS OF REFERENCE
PARISH TREATMENT CARE & SUPPORT PROGRAMME OFFICER
SOUTH EAST REGIONAL HEALTH AUTHORITY**

BACKGROUND

The South East Regional Health Authority (SERHA) is a statutory body of the Ministry of Health and is one of four Regional Health Authorities formed as a part of the 1997 Health Sector Reform. The SERHA is responsible for the delivery of health care services to 47% of the Jamaican population across three parishes – Kingston and St. Andrew (KSA), St. Catherine (STC) and St. Thomas (STT).

According to the Ministry of Health, approximately 1.8% of the adult population or 30,265 persons are living with HIV. Kingston and St. Andrew ranks among the parishes with the highest cumulative numbers of reported HIV cases, with 1,656.2 cases per 100,000 persons. SERHA was mandated by the Jamaican Government, through the National HIV/STI/TB Programme (NHP), to coordinate and implement the national HIV/STI/TB response in the region. The programme has the dual aim of decreasing the incidence of new HIV infections while limiting the impact of the epidemic through improved access for those affected to quality treatment, care and support services, done in an environment free of stigma and discrimination with strengthened multi-sectoral partnerships to effectively plan, implement, monitor and evaluate programmes.

Provision of treatment, care and support services for both paediatric and adult clients is ongoing at the eleven (11) sites across the Region. Comprehensive Health Center is the largest treatment site in the island, providing care to over 3000 registered Persons living with HIV, while St. Jago Park Health Center, the second largest treatment site in the Region, provides services to over 2000 clients. The Region's response is guided by the 2014-2019 National Integrated Strategic Plan for Sexual and Reproductive Health with key deliverables including

- A reduction by half of new HIV infections by 2019
- An increase to 65% of ARV coverage for PLHIV by 2019
- An increase to 90% in the proportion of PLHIV adherent with ART one year after initiation
- Reduction of HIV related deaths by 25% by 2019; and
- Elimination of vertical transmission

The Region remains committed to preserving the gains made while combating the growing epidemic among key populations and ensuring universal access to quality TCS services for clients in an enabling environment, adequately staffed and free from stigma and discrimination.

Scope of Work

The Parish TCS Officer, will support the Regional HIV/STI/TB Coordinator in conducting, monitoring and coordinating all activities of the treatment, care & support component of the Programme.

Technical Responsibilities

1. Assist in the development and implementation of all Treatment, Care and Support activities within the assigned parish(es)
2. Improve linkages between the parish health care system and the Regional HIV/STI/TB Programme.
3. Assist with all linkage and retention activities.
4. Assist with the development and implementation of centralized and decentralized programmes e.g. PHDP, PITC, HIV resistance
5. Assist with the management of treatment site database.
6. Monitor and Evaluate cascade indicators to assist TCS team in improving the management and care of PLHIV linked to the treatment site
7. Any other duties as required

Administrative responsibilities

1. Attend monthly/quarterly/annual meetings/conferences/workshops and special sessions as required of Parish/Regional HIV Programme.
2. Prepare monthly/quarterly/annual/ad hoc reports and submit to the Regional HIV/STI/TB Coordinator and Regional Treatment, Care and Support Officer.
3. Oversee and assist with the collection, compilation of all associated data in collaboration with the Parish and Regional teams.
4. Any other duties as requested.

Supervisory Responsibilities

Directly supervises the Community Interventionist(s) assigned to the respective parish.

Qualifications

A suitable candidate should have/be:

- BSc. in Health Sciences or related field (MPH required for Regional TCSO)
- Have at least 3 years field experience in HIV
- Possess excellent oral and written skills
- Be computer literate with competence in Microsoft Word and Microsoft Excel Suite
- Have good interpersonal skills
- Basic HIV/AIDS knowledge and experience managing HIV/AIDS patients would be an asset.

REPORTING RELATIONSHIP

Senior Medical Officer (Health) in charge of Parish

Parish Supervisor:

- ✓ Medical Officer (Health) with responsibility for HIV/STI/Tb Programme

Field Supervisor:

- ✓ Regional HIV/STI/Tb Coordinator

Liaises directly with:

- ✓ Regional Treatment Care & Support Officer

Collaborates with:

- ✓ Case Manager
- ✓ Social Workers
- ✓ Psychologist
- ✓ Behaviour Change Communication Team
- ✓ Adherence Counsellors
- ✓ Contact Investigators