



**Eastern Cape
Department of Health**



Donald Woods
f o u n d a t i o n

Position: **HCT / Peer Educators Coordinator**

1. **Key aspects of this position**

- Location: Madwaleni Hospital, Mbashe sub-district, Eastern Cape
- Job reference: DWF154
- Programme: HIV-TB
- Job type: Full-time. Extension beyond one year is subject to funding.
- Reporting to: HIV-TB Project Manager
- Remuneration: circa R95 000 including performance related bonus
- Summary: The Foundation is looking for a highly motivated HCT /Peer Educators Coordinator with a passion for the provision of HIV Counselling and Testing and follow up support for HIV+ clients.

2. **Programme Background**

Madwaleni Hospital's multi-disciplinary team is a dynamic group of individuals who have a passion for delivering quality health care to our deeply rural communities on the Wild Coast (near Nelson Mandela's birthplace) in the Eastern Cape. Further information about the hospital and the dynamic multi-disciplinary team is at www.madwaleni.org.

We strive to deliver excellent services, not just at the hospital, but by supporting our clinics too. A dramatic expansion of access to HIV-TB services, supported by the Donald Woods Foundation (DWF), is under way. We are now looking for a dedicated HCT / Peer Educators Coordinator for Madwaleni Hospital and surrounding clinics.

The HCT programme aims to ensure that HIV counselling and testing is available as close to the community as possible; is easily accessible by the community; and is offered routinely to all community members who access facilities or sites where it is possible to provide HCT. The Peer Educator programme aims to implement Wellness Groups, and specialized Support Groups, including counseling relating to both TB and ARV treatment adherence.

DWF functions within a legal framework governed by a joint Memorandum of Understanding and legally binding Service Level Agreement with the Department of Health (DoH), hence all appointments are within the joint partnership with the Dept of Health.

3. Essential Requirements

- Proven track record of coordination and logistic planning of events or tasks.
- Experience in strategic planning and working to set targets.
- Experience of verbal and written reporting in English.
- Computer literacy, including proficiency in Word, Excel, PowerPoint.
- Strong personal and work ethics with an ability to maintain confidentiality.
- Strong isiXhosa and English.
- Willingness to travel remotely to outlying clinics and communities in region.
- Experience in working in rural setting would be advantageous.
- Previous HIV/TB training and a valid driving licence would be advantageous.

4. Role and Responsibilities

- Scale up HCT outreach in the community to reach target groups and cover all geographic areas identified by the programme.
- Plan all operational requirements of HCT outreach in the community, including but not limited to planning dates, locations, schedules, transport and equipment.
- Coordinate the HCT and Peer Educators teams.
- Initiate specialized Support Groups and Wellness Groups.
- Complete requisite paperwork for submission to the HIV-TB Programme Manager, HIV Coordinator, the HIV-TB Data Capturer, and the local district.
- Complete weekly and monthly monitoring statistics for submission to district
- Assist with and coordinate training of HCT and Peer Educators.
- Coordinate home visits of HIV positive clients who fail to adhere to the treatment, together with the Default Tracer.
- Analyse , monitor and utilise programme database to determine whether followed-up clients have enrolled in the HIV wellness programme.
- Complete quarterly HIV-TB Programme monitoring and evaluation tool to determine success of HCT outreach, follow up initiatives, Support Groups and Wellness Groups. Develop initiatives/strategies to improve outcomes.
- Perform all other duties as assigned or as determined by the DWF management.

5. How to Apply

- Applicants should submit one-page letter with details of you your relevant experience and skills, as well as your motivation for the job. The CV should be 2-3 pages maximum.
- CVs and emails **should not** have any scans, extra attachments, graphics, etc. just the main, essential information regarding work experience, and qualifications.
- Applications must be sent to madwalenijobs@donaldwoods.org quoting the Job Code DWF154, **and** your 'first name' and 'last name' in the subject line / title of the and **must arrive no later than Monday 8 August 2011.**
- Interviews will be conducted during the week commencing 15 August 2011.
- PS: To save on administrative costs, only candidates progressing to interview stage will be contacted.

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