

Position: **HIV-TB Default Tracer**



1. Key aspects of the position

Location: Zithulele Hospital, Mqanduli (KSD) sub district, OR Tambo, Eastern Cape
Programme: HIV-TB Programme
Remuneration: R66,750 p.a.
Job Type: 1 year contract, with possibility for extension subject to performance and funding
Job Code: DWF201
Reporting to: HIV-TB Programme Manager
Start date: 1st March 2011
Summary: The Foundation is looking for a highly motivated Default Tracer, with a passion for people and with a desire to support clients in their adherence to HIV and TB medication.

2. Programme Background

- The HIV-TB Programme is being delivered in partnership between the Department of Health (DOH) and the Donald Woods Foundation, throughout the Mqanduli (KSD) sub district region of OR Tambo District.
- The programme exists to ensure that the HIV-TB Programme is decentralised to all PHCs and CHCs in the district, to ensure maximum coverage and support to HIV+ clients in the district, including the vital component of tracking patients who default on ARV and/or TB treatment and supporting them to rejoin the programme.

3. Essential Requirements

- Strong isiXhosa and English.
- Good experience of verbal and written reporting in English.
- Computer literacy, including electronic data recording skills.
- Interpersonal skills, including ability to build rapport and communicate with vulnerable clients.
- Ability to work to set targets.
- Strong personal and work ethics, with an ability to maintain confidentiality.
- Valid driving licence and a willingness to travel remotely to outlying clinics and communities.

4. Roles and Responsibilities

- Generate reports on the Programme database on patients defaulting and requiring follow up.
- Verify defaulter lists by checking patient files to confirm if patients are indeed overdue.
- Liaise with Community Healthcare Centre and Primary Healthcare Clinics for tracking of clinic patient defaulters and to track whether patients who are defaulting from the hospital site attend those facilities.
- Follow up patients by phone and with home visits where necessary.
- Capture immediate and eventual outcomes of follow-ups on the database.
- Where needed and appropriate, arrange with Peer Educators for further follow-up home visits.
- Follow-up patients due to start ARV's, but have not turned up as scheduled on clinic dates.
- Follow-up patients whose ARV starts have been delayed for various reasons.

- Liaise with Senior Data Capturer regarding patients on TB treatment (whether HIV+ or not) who have defaulted, follow up telephonically or via home visit, and record information in relevant database.

5. How to Apply

- If you wish to apply, submit a letter detailing your relevant experience and skills (one page maximum) and a CV. Email applications to zithulelejobs@donaldwoods.org quoting the reference DWF201 in the subject. **Applications must arrive no later than 12h00 on Monday 24 January 2011.**
- To save on administration costs, only candidates progressing to interview stage will be contacted.
- Interviews will be conducted during the week commencing 24 January 2011.