



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE SENIOR DISTRICT HEALTH VISITOR	2. DIVISION COUNTY HEALTH ADMINISTRATION <div><input type="checkbox"/> ST. ANDREW/ST. DAVID</div> <div><input type="checkbox"/> NARIVA/MAYARO</div>	3. DEPARTMENT NURSING
4. ORGANISATIONAL RELATIONSHIP The Senior District Health Visitor will report to the Primary Care Nurse Manager.	5. NATURE & SCOPE The Senior District Health Visitor performs advanced public health nursing activities and is responsible for the administration of the assigned cluster. He/She may also be involved in assisting in the general supervision of the Public Health Nursing Services.	
6. SPECIFIC ACCOUNTABILITIES The Senior District Health Visitor: <div><div><input type="checkbox"/> Liaises with the Primary Care Physician II and the Primary Health Care Services Administrative Officer for the administrative functioning of the cluster.</div><div><input type="checkbox"/> Evaluates staff at health centres.</div><div><input type="checkbox"/> Serves as the Leader of the Community Health Nursing Team; direct, supervise and evaluate the performance of the District Health Visitor/District Nurse/Midwife and Nursing Assistant in her team.</div><div><input type="checkbox"/> Provides supervision for nursing care at clinics, schools and homes.</div><div><input type="checkbox"/> Participates in the maternal and child care programmes at clinics and in the home.</div><div><input type="checkbox"/> Participates in the development of community Health Nursing Programmes.</div><div><input type="checkbox"/> Participates in the control of communicable diseases/surveillance.</div><div><input type="checkbox"/> Plans and implements Health Education activities and outreach programmes in the community.</div><div><input type="checkbox"/> Prepares reports as required.</div><div><input type="checkbox"/> Assists in the training, mentoring and coaching of personnel of the health care team.</div><div><input type="checkbox"/> Serves as liaison between the community and the Health Services.</div><div><input type="checkbox"/> Participates in the research activities of the Region to support the delivery of quality healthcare.</div><div><input type="checkbox"/> Assists in the development of policy and procedures for the delivery of nursing care.</div><div><input type="checkbox"/> Ensures nursing standard and protocols including the nursing process is implemented and maintained at all facilities.</div><div><input type="checkbox"/> Participates in the organization’s strategic and business planning inclusive of the preparation of the Authority’s budget.</div><div><input type="checkbox"/> Performs other related duties as may be required by the appropriate Authority.</div></div>		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <div><div><input type="checkbox"/> Considerable knowledge of the principles and practices of general nursing, health visiting, midwifery, and public health.</div><div><input type="checkbox"/> Knowledge in the theoretical and practical aspects of Nursing.</div><div><input type="checkbox"/> Good communication skills, both oral and written.</div><div><input type="checkbox"/> Strong leadership skills.</div><div><input type="checkbox"/> Strong emotional intelligence.</div><div><input type="checkbox"/> Ability to coach and mentor subordinate staff</div><div><input type="checkbox"/> Good organisational, critical thinking and conflict resolution skills.</div><div><input type="checkbox"/> Ability to use Microsoft Office Suite</div><div><input type="checkbox"/> Ability to establish and maintain effective working relationships with other employees and the public.</div></div>		
8. MINIMUM TRAINING AND EXPERIENCE <div><div><input type="checkbox"/> Training as evidence by a Bachelor of Science Degree in Nursing or a Certificate in General Nursing and Midwifery</div><div><input type="checkbox"/> Post Basic Qualifications in Public Health Nursing</div><div><input type="checkbox"/> Diploma in Health Visiting</div><div><input type="checkbox"/> A minimum of five (5) years’ experience as a District Health Visitor</div><div><input type="checkbox"/> Training and certification in Leadership/Supervisory Management</div><div><input type="checkbox"/> Any equivalent combination of training and experience</div></div>		

<div>9. SUPERVISORY RESPONSIBILITIES</div> <div><ul style="list-style-type: none">□ District Health Visitor□ Midwife□ District Nurse□ Nurse□ Nursing Assistant□ Patient Care Assistant</div>
<div>10. COMMUNICATION AND WORKING RELATIONSHIP</div> <div><div>Internal:</div><div><ul style="list-style-type: none">□ Primary Care Nurse Manager□ Primary Care Physician II□ County Medical Officer of Health□ General Manager-Nursing□ Medical Officer I□ Primary Health Care Services Administrative Officer□ Public Health Inspector□ Medical Social Worker□ Pharmacists□ Other members of the Primary Health Care Team</div><div>External:</div><div><ul style="list-style-type: none">□ Clients</div></div>