



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> SENIOR DISTRICT HEALTH VISITOR	<b>2. DIVISION</b> COUNTY HEALTH ADMINISTRATION <input type="checkbox"/> ST. ANDREW/ST. DAVID <input type="checkbox"/> NARIVA/MAYARO	<b>3. DEPARTMENT</b> NURSING
<b>4. ORGANISATIONAL RELATIONSHIP</b> The Senior District Health Visitor will report to the Primary Care Nurse Manager.		<b>5. NATURE &amp; SCOPE</b> The Senior District Health Visitor performs advanced community 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 Community Health Nursing Services.
<b>6. SPECIFIC ACCOUNTABILITIES</b> The Senior District Health Visitor: <ul style="list-style-type: none"><li><input type="checkbox"/> Collaborates with the Primary Care Physician II and the Primary Health Care Services Administrative Officer for the administrative functioning of the cluster.</li><li><input type="checkbox"/> Supervises staff at health centres.</li><li><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.</li><li><input type="checkbox"/> Provides supervision for nursing care at clinics, schools and homes.</li><li><input type="checkbox"/> Participates in the maternal and child care programmes at clinics and in the home.</li><li><input type="checkbox"/> Participates in the development of community Health Nursing Programmes.</li><li><input type="checkbox"/> Participates in the control of communicable diseases/surveillance.</li><li><input type="checkbox"/> Plans and implements Health Education activities and outreach programmes in the community.</li><li><input type="checkbox"/> Prepares reports as required.</li><li><input type="checkbox"/> Assists in the training, mentoring and coaching of personnel of the health care team.</li><li><input type="checkbox"/> Serves as liaison between the community and the Health Services.</li><li><input type="checkbox"/> Participates in the research activities of the Region to support the delivery of quality healthcare.</li><li><input type="checkbox"/> Assists in the development of policy and procedures for the delivery of nursing care.</li><li><input type="checkbox"/> Ensures nursing standard and protocols including the nursing process is implemented and maintained at all facilities.</li><li><input type="checkbox"/> Participates in the organization's strategic and business planning inclusive of the preparation of the Authority's budget.</li><li><input type="checkbox"/> Performs other related duties as may be required by the appropriate Authority.</li></ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Considerable knowledge of the principles and practices of general nursing, health visiting, midwifery, and public health.</li><li><input type="checkbox"/> Knowledge in the theoretical and practical aspects of Nursing.</li><li><input type="checkbox"/> Good communication skills, both oral and written.</li><li><input type="checkbox"/> Strong leadership skills.</li><li><input type="checkbox"/> Strong emotional intelligence.</li><li><input type="checkbox"/> Ability to coach and mentor subordinate staff</li><li><input type="checkbox"/> Good organisational, critical thinking and conflict resolution skills.</li><li><input type="checkbox"/> Ability to use Microsoft Office Suite</li><li><input type="checkbox"/> Ability to establish and maintain effective working relationships with other employees and the public.</li></ul>		
<b>8. MINIMUM TRAINING AND EXPERIENCE</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Training as evidence by a Bachelor of Science Degree in Nursing or a Certificate in General Nursing.</li><li><input type="checkbox"/> Diploma in Health Visiting.</li><li><input type="checkbox"/> Licensed Midwife.</li><li><input type="checkbox"/> A minimum of five (5) years' experience as a District Health Visitor.</li><li><input type="checkbox"/> Training and certification in Leadership/Supervisory Management.</li><li><input type="checkbox"/> Any equivalent combination of training and experience.</li></ul>		

**9. SUPERVISORY RESPONSIBILITIES**

- District Health Visitor
- Midwife
- District Nurse
- Nurse
- Nursing Assistant
- Patient Care Assistant

**10. COMMUNICATION AND WORKING RELATIONSHIP**

***Internal:***

- 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

***External:***

- Clients