



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE DISTRICT HEALTH VISITOR	2. DIVISION COUNTY HEALTH ADMINISTRATION: <input type="checkbox"/> ST. ANDREW/ST. DAVID <input type="checkbox"/> NARIVA/MAYARO	3. DEPARTMENT NURSING
4. ORGANISATIONAL RELATIONSHIP The District Health Visitor will report to the Senior District Health Visitor.	5. NATURE & SCOPE The District Health Visitor will be responsible for performing advanced community health nursing activities in an assigned district. The professional practice of health visiting consists of planned activities aimed at the promotion of health and prevention of ill health.	
6. SPECIFIC ACCOUNTABILITIES The District Health Visitor: <ul style="list-style-type: none"> <input type="checkbox"/> Develops health needs assessments for an assigned health district. <input type="checkbox"/> Conducts home visits for child welfare, antenatal, post-natal, chronic disease, infectious cases, physically and mentally challenged adolescent, school children, high risk clients shut ins and the family as a unit. <input type="checkbox"/> Conducts school visits for the purpose of physical assessment, administering immunization and health education lectures. <input type="checkbox"/> Conducts child health clinics which include monitoring growth and development, nutritional status and administering vaccines under the EPI Schedule, counselling, health education and referrals as necessary. <input type="checkbox"/> Performs surveillance duties by collecting and collating data on diseases under the National Surveillance Programme. <input type="checkbox"/> Monitors communicable and non-communicable disease trends. <input type="checkbox"/> Serves as the leader of the community health team, directs, supervises and evaluates performance of team members. <input type="checkbox"/> Manages antenatal and post-natal clients inclusive of blood investigations, pre and post HIV counseling and testing. <input type="checkbox"/> Ensures that the performance management process is executed with all staff. <input type="checkbox"/> Plans and develops health promotion and health education activities in collaboration with NGO's and all other Community Based Groups. <input type="checkbox"/> Participates in the research activities of the Region to determine community health needs and plans intervention for same. <input type="checkbox"/> Schedules monthly quality circle meetings for the facility in collaboration with the cluster Management team <input type="checkbox"/> Performs home deliveries for expectant mothers who are in established labor and are unable to access hospital services in a timely manner. <input type="checkbox"/> Performs emergency care, assess, advise and refer clients for further management should the need arise in all clinics. <input type="checkbox"/> Submits monthly, quarterly, biannual and annual reports. <input type="checkbox"/> Accompanies pupil midwife on antenatal visits and home deliveries. <input type="checkbox"/> Visits the Registrar office for the collection of data for births and deaths at the assigned health district. <input type="checkbox"/> Assists in the preparation of a strategic plan for nursing activities. <input type="checkbox"/> Performs related duties as may be required by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> <input type="checkbox"/> Considerable knowledge of the principles and practices of general and public health nursing and midwifery. <input type="checkbox"/> Strong interpersonal skills and conflict resolution skills. <input type="checkbox"/> Analytical, research and critical thinking skills. <input type="checkbox"/> Ability to coach and mentor subordinate staff <input type="checkbox"/> Effective communication skills, both oral and written. <input type="checkbox"/> Ability to establish and maintain effective working relationships with other employees and the public. <input type="checkbox"/> Ability to use Microsoft Office Suite 		

8. MINIMUM TRAINING AND EXPERIENCE

- Training as evidence by the possession of a Bachelor of Science Degree in Nursing or a Certificate in Basic General Nursing
- Diploma in District Health Visiting
- Post Basic Training and Certification in Midwifery
- Registration with the Nursing Council of Trinidad and Tobago
- Training and certification in Leadership/Supervisory Management
- Any equivalent combination of training and experience

9. SUPERVISORY RESPONSIBILITIES

- Nursing Staff
- School Health Screening Assistant
- Clerk I
- Patient Care Assistant
- All Trainees
- Security Officer
- Auxiliary Staff

10. COMMUNICATION AND WORKING RELATIONSHIP***Internal:***

- Senior District Health Visitor
- County Medical Officer of Health
- General Manager-Nursing
- Area Administrative Officer
- Medical Officer of Health
- Primary Care Nursing Manager
- Other Heads of Department in Primary and Secondary Care and Head Office.
- Community Liaison Unit
- Primary Care Physician II
- Pharmacy Staff

External:

- Ministry of Health
- Other Regional Health Authorities
- Other Government agencies
- NGO and Governmental Organization
- Essential Services: Fire Services, WASA, T&TEC, etc.
- Community Groups
- Schools (Primary and Secondary)