

## JOB DESCRIPTION

### Care and Treatment Coordinator

<b>Division:</b>	<b>Global</b>
<b>Department:</b>	<b>Asia Bureau</b>
<b>Country:</b>	<b>Vietnam</b>
<b>Supervisor Title:</b>	<b>Country Program Manager</b>
<b>Prepared By:</b>	<b>Country Program Manager, Admin &amp; HR Officer</b>
<b>Deadline:</b>	<b>20 May 2017</b>
<b>Approved By:</b>	<b>Asia Bureau Chief</b>

#### Summary:

The Care and Treatment Mentor will be mainly responsible for clinical mentoring and supportive supervision of key staff in the service delivery as well as day to provide clinical work for the doctors at the sites thru phone calls. This could be by responding to questions, reviewing selected clinical cases, providing feedback, and attending to patients together in a clinical setting.

The Care and Treatment Mentor will not only conduct site visits to reinforce the skills learned in the initial training and also to start building a relationship with the members of the clinical team but also can be supplemented via phone and e-mail consultation.

#### Essential Duties & Responsibilities:

- One-on-one case management observation;
- Review of patient records and provider documentation of health care (clinic-based records);
- Clinical case review: people recently initiated on antiretroviral therapy, routine and challenging or difficult cases and deaths;
- Multidisciplinary team meeting to elicit feedback: identifying potential problem areas and issues and recommendations;
- Documentation of the visit: who was mentored, for how long, what types of cases were discussed, findings, recommendations and lessons learned. A checklist can be very useful to guide mentors on which aspects to cover during the one-day visit. Such a tool or memory guide describes briefly the various aspects of good organizational and clinical practices to be reviewed;
- Others assigned by CPM.

**Participation in AHF Meetings/Committees:**

- Participates in the monthly staff meeting, quarterly meeting and other meetings as assigned.

**Supervisory Responsibilities:**

- Carries out supervisory responsibilities in accordance with the AHF's policies and applicable laws. Responsibilities include participation in orientation and training of staff; assigning and directing work.

**Education and/or Experience:**

- Medical Doctor Certificate;
- At least five years experiences working in HIV/AIDS care and treatment;
- At least five years experiences in community-based health programs/health development field with experience in HIV/AIDS. Program management and organizational development experience and experience working with care and treatment issues is helpful;
- Experience in conducting/facilitating mentor tasks, trainings/workshops;
- Experience in supervising staff and acting as a liaison to relevant ministries and stakeholders.

**Computer/Software Skills & Abilities:**

Proficiency with the Microsoft Office - Word processing, databases, spreadsheets, presentation software, Internet research and electronic mail use.

**Language Skills:**

Fluency in English required. Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from political groups, government agencies, private contributors, and the general public.

**Other Skills & Abilities/Qualifications:*****Communication Skills***

- Good communication and interpersonal skills;
- Ability to read and interpret documents such as policy documents, safety rules, operating and maintenance instructions, and procedure manuals;
- Ability to write routine reports and correspondences;
- Ability to speak effectively before groups of employees or other people.

***Mathematic Skills***

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Ability to compute rate, ratio, percent, draw and interpret graphs.

***Reasoning Abilities***

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form;

- Ability to deal with problems involving several concrete variables in standardized situations;
- Ability to work under pressure and meet deadlines;
- Make decision and solve problems in complex situations.

***Other Skills and Abilities***

- Must be able to travel within the country of Vietnam;
- Needs to be sensitive to patient population and issues surrounding HIV/AIDS;
- Ability to prioritize tasks in a rapidly changing environment;
- Ability to prepare reports, provide team leadership and guidance;
- Be a strategic thinker, have good organizational and planning skills and ability to prioritize tasks and work quickly and accurately to meet deadlines;
- Ability to communicate effectively in English in a variety of settings such as staff meetings, discussions with partners, and training workshops;
- Flexible, proactive and able to organize work independently as well as work in a team.

**Certificates, Licenses and Registrations:**

Holding degrees or certificates from recognized a university.

**Duration of post:** One - year contract, extensions will depend on performance and availability of funds.

**Application Procedures:** Interested persons should submit a letter of interest in English, a C.V (with photo) and copies of education qualifications and others relevant certificates to [Anh.Nguyenthimai@aidshealth.org](mailto:Anh.Nguyenthimai@aidshealth.org). No telephone contact please.

**Selection Process:** Only short- listed applicants will be contacted for an interview.