



Re-Vacancy Announcement of Community Based Supporter (CBS)

A CBS assists service beneficiaries living with HIV to identify and overcome barriers that interfere with achieving health-related personal goals and to help ensure that they effectively navigate and remain within the continuum of HIV services. Ideally, navigators are peers living with HIV who serve as medication-adherent role models. In collaboration with a facility-based case manager and other service providers within the network, each CBS typically assists 20 to 40 beneficiaries.

Scope of Role

Reports to	: National Coordinator (NC)
No of position	: 1 (One)
Duty Station	: Syangja (Waling)
Position type	: Contract
Time input	: 100%
Salary & Benefits	: As per the organizational rule for this position
Contract Duration:	Initially up to 30 th September 2021 and possibilities of extension upon the performance

Specific roles and responsibilities:

- Provide education and support to service beneficiaries.
- Refer and help beneficiaries access and enroll in clinical, diagnostic, psychosocial, and other support services.
- Liaise with health and other social service providers as needed.
- Support service beneficiaries to adhere to their treatment regimens.
- Provide counseling and emotional support.
- Give feedback and support to team members.

Educational background and core competencies

- No formal education is needed.
- Good communication skills (written and verbal) and demonstrated ability to work independently, adhere to deadlines, and work as part of a team.
- Good documentation skills.
- Ability to coordinate and implement multiple projects, tasks, and events.
- Ability to handle a large workload in a professional, timely manner.

Specific experience/other requirements

- Proficiency in local language than Nepali if that is relevant to the local context.
- Demonstrated ability to meet program guidelines with respect to required reporting.
- Experience working with communities of People Living with HIV, men who have sex with men and/or transgender individuals, and sex workers (male and/or female) preferred.

Competencies

Solid communication
and counseling skills

Potential duties

- Conduct motivational interviewing.
- Provide active listening and counseling.
- Present information in a professional, efficient, and effective manner.
- Present beneficiary information and challenges when communicating with providers and supervisors.
- Support service beneficiaries to ask providers productive questions and obtain the information they need.

All interested candidates are requested to submit curriculum vitae and motivation letter with subject head as ***"Application for the position of CBS and The name of the district of your interest"*** to ***"hrdepat.napn@gmail.com"*** no later than 5 PM of **9th October, 2020**. Applicants from disadvantage caste, under-represented ethnic group, women and people living with HIV (PLHIV) or affected candidate meeting above requirements are highly encouraged to apply.

Only short-listed candidates will be invited for written test and oral interview. No telephone inquiries will be entertained and any effort to influence the selection process will result in disqualification.

NAP+N reserve the right to cancel or postpone the whole recruitment process without assigning any reason whatsoever.



Re-Vacancy Announcement of HA-ART

National Association of People Living with HIV in Nepal (NAP+N) is National Network of People Living with HIV (PLHIV) was established in 2003 that works at national level and local community based organizations and communities with mission to strengthen the voice of PLHIV through formation and strengthening of networks and association of PLHIV to respond to the challenges of HIV and AIDS in Nepal. NAP+N focuses on building the capacity of local PLHIV groups to respond appropriately to the needs of PLHIV and its related key populations in area of advocacy, prevention, care and support, counseling, raising community awareness, providing information and education and improving access to the healthcare and legal services.

NAP+N is seeking application from qualified, smart and result oriented Nepali citizens for following positions and districts to support to improve program management, health information systems, human resources for health and maintain epidemic control of HIV under EpiC Nepal Project.

Job Title: HA-ART

HA-ART is a very crucial position as respective districts from NAP+N responsible to the attain and maintain HIV epidemic control among at- risk adult men, women and priority populations and improve program management, health information systems, human resources for health and HIV financing solutions to attain and maintain epidemic control.

Scope of Role

Reports to : National Coordinator (NC)

No of Position : 1 (One)

Duty Station : Syangja (Waling)

Position type : Contractual

Salary & Benefits: As per the organizational rule for the position

Contract Duration: Initially up to September 30th2021 and possibilities of extension upon the performance

KEY AREAS OF ACCOUNTABILITIES:

A. Client Management

- Coordination with ART clinic, medical doctors/clinicians and perform/record client health assessment (WHO staging),
- Screen client for: Opportunistic infections, Sexually Transmitted Infections (STI), TB assessment, baseline laboratory test and medical history assessment,
- Coordinate with doctors/clinicians and Non-government Organization (NGO) representative such as Community and Home Base Care (CHBC) and Community Care Centre (CCC) for various tests: baseline and follow up investigations, Viral load testing, CD4 count and assist clients for lab test. Collect and record lab reports of clients in individual record file
- Support for organizing viral load sample collections and coordinate for transport and testing
- Offer index testing and support for client notification, counseling and testing
- Support ART clinician for consultation of PLHIV at ART center

B. Counseling and Follow up

- Perform pre-test and post-test counseling for HIV testing of client,
- Counsel HIV positive client to start ART,
- Provide adherence counseling and motivate for retention in care,
- Provide enhanced adherence counseling for clients with not suppressed viral load test,
- Provide disclosure counseling, counseling for partner notification and testing,
- Provide follow up dates to clients. Contact clients via phone and remind them the date of follow up visit,
- Following up lost to follow up cases and re-engaging them to restart treatment,
- Provide support for ART initiation and adherence and index testing as needed in the community.

C. Recording

- Record and update client information in Health Management Information System (HMIS) 7.1, 7.2, 7.4 and 7.5 and enroll client in HIV Care and ART Tracking System Including biometric fingerprints of the client,
- Support for data verification of HMIS registers and reports,
- Update and maintain stock register (medicine and test kits),
- Update and maintain daily Anti-retroviral (ARV) and Opportunistic Infection (OI) drugs consumption register.
- Physical verification of ARV drugs (number of pills remained at site, expiry date etc.) And test kits in stock against received commodities
- Create, update and maintain all the personal files in lockers,
- Record data as per the requirements of EpiC Nepal Project.

D. Reporting

- Prepare and submit
 - monthly reports in HMIS 9.4/9.3 (hard copy) within 7 days of consecutive month to medical recorder/ statistical officer/National Centre for AIDS and STD Control (NCASC)
 - annual report (ART cohort report) to NCASC in standard template provided by NCASC
 - bimonthly consumption report of HIV commodities (ARV drugs, test kits, OI medicine)
 - requisition & Issue Form (ARV drugs, HIV/STI test kits) to logistics unit in standard template provided by NCASC
 - reports to NAP+N as per the project requirements
- Conduct data analysis using results at site level/ district level using HIV Care and ART tracking System. Produce quarterly factsheet (hard copy) and share it with hospital in charge, ART center in charge, National Coordinator and M & E officer by mail and display it in ART center

E. Logistic management of ARVs and test kits

- Maintain drugs expiry chart
- Support for logistic management- storage, expiry tracking, record keeping, reporting, dispensing, ordering-regular or emergency

F. Coordination and collaboration

- Coordinate and communicate with clients, Community Based Supporter (CBS), CHBC, CCC for client's follow-up and linkage to HIV care
- Coordinate with HIV focal person and other government staff (medical recorder, storekeeper, statistical officer etc.) for admin and logistics arrangement for ART center.
- Support to organize monthly coordination meeting between line agencies and ART center
- Collaborate with providers in the care network to support beneficiaries to enroll in care and to access and maintain healthy lives and achieve their health-related goals
- Coordinate with medical recorder (where applicable) and ART counselors for their participation in weekly case management team (ART Counselor, Medical recorder of Hospital (where applicable), project implementing CBO's, HA of IPs of FHI360 (at city clinic and at ART center), CBS, Lab technician (city clinic)) meeting
- Support to coordinate with ART center for participation of medical doctors, health assistants and other staff of ART center in relevant training organized by NAP+N or Donor agencies.
- Support to coordinate with ART center for clinical mentoring done through project and discuss with ART centers for implementation of recommendations
- Support to organize continuing medical education (CME)
- Support for visits from USAID, FHI360, NAP+N and other guests visiting ART center.

G. Others

- Support for referral to clinical, psychosocial, and other care and support services, accompaniment to appointments
- Monitor and supervise work of CBS assigned at ART center
- Coordinate with ART center and support other logistics support (internet, filing cabinets, etc) in coordination with National Coordinator.
- Perform any other duties as required or requested by line manager and the board.

Qualification and experience

- The candidate should have Health Assistant Degree with at least 2 years of working experience of handling similar responsibilities.
- Must have NHPC registration certificates
- Good writing, analytical and documentation skills.
- Command in report preparation, event note and record keeping.
- Proficiency on computer usage on office packages, email and internet.
- Residency of program district will be given a priority.

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