



## Regional Program Coordinator Job Description

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| <b>Last updated</b>          | 15 September 2019                   |
| <b>Reports to</b>            | Program Director                    |
| <b>Location</b>              | Western Health Region, Jamaica      |
| <b>Duration of contract:</b> | One year, open to further extension |

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### Background

The International Training and Education Center for Health (I-TECH) is a global health program of the University of Washington (UW) Department of Global Health in Seattle, Washington. I-TECH operates programs and employs staff in multiple countries in Africa, Asia, Eastern Europe, and the Caribbean Region.

Since 2003, I-TECH Caribbean has provided technical assistance to Ministries of Health in the Caribbean region and partners to support national health systems strengthening initiatives and a timely national HIV response through the implementation of robust care and treatment strategies. This includes continuous quality improvement at priority care and treatment sites, clinical mentoring, in-service and pre-service training and a focused effort to improve the comprehensive HIV care and treatment for key population groups including MSM, persons of trans experience, and sex workers. Drawing on expertise from I-TECH's global network I-TECH has assisted in strengthening the region's capacity to develop a competent health care workforce and administer quality HIV care and treatment programs.

### Position Overview

This position will take the lead on coordinating the implementation of I-TECH's project activities in the Western Regional Health Authority, leading to achievement of targets. This includes support for planning and monitoring of these activities, as well as being the primary liaison with facilities identified as PEPFAR priority sites.

### Index Testing/Partner Notification

- Coordinate with the site team all aspects of index testing and partner notification.
- Prepare monthly reports on numbers of index patients, contacts given, contacts located, tested, linked to ART.
- Support expanded PITC activities at PEPFAR supported HIV treatment sites.

### Retention in Care

- Coordinate clinic activities to ensure rapid notification of patients who missed appointments, defaulted and are lost to follow up.
- Ensure the prompt tracing of these patients and their return to care.
- Support the strengthening and monitoring of the MOHW Retention & Return to care protocol

### Continuous Quality Improvement (CQI)

- Coach site QI teams in carrying out QI activities, collecting and analyzing site data.
- Liaise with the QI Advisor to ensure coordinated technical assistance for quality improvement activities at the PEPFAR supported facilities.
- Participate in QI learning sessions and webinars as requested.

### **Supportive Site Supervision**

- Coordinate all PEPFAR supported activities at the regional Integrated Care Clinic.
- Coordinate with the psychosocial team the distribution of living support.
- Support the implementation and monitoring of PEPFAR supported activities at HIV treatment sites.
- Coordinate logistics, schedule and participate in the implementation of site assessments as needed (I-TECH initiated assessments and PEPFAR SIMS visits).
- In collaboration with site level teams, conduct site level assessments and prepare site level reports to inform I-TECH's activities.
- Participate in the development and implementation of site-specific training as needed.
- Provide support to determine measurable performance goals including the development of indicators, milestones and tools.
- Supervise the activities of the regional Data Coordinator(s).

### **Reporting**

- In collaboration with the Jamaica Country Director and the Program Director, support the preparation of monthly, quarterly and ad hoc reports.
- As requested, represent the I-TECH Jamaica program at MOHW and RHA meetings.

Any other duties as required

### **Qualifications**

#### **Required**

- Master's Degree in Public Health, Health Administration, or other Health related field – 5 years of relevant experience can be substituted for graduate education.
- Three years of demonstrated experience in coordinating events, meetings, or projects.
- Demonstrated experience working with diverse and underserved communities.
- Demonstrated proficiency in Microsoft Office Suite and social media (Facebook, Twitter).
- Excellent oral and written communication skills, including demonstrated competency in preparation of correspondence and reports. Strong writing and speaking skills in English.
- Ability to work both independently and as part of a team.
- Experience working in field of HIV/AIDS care and treatment and education for health care professionals.
- Attention to detail and the ability to prioritize multiple tasks under stress.
- Supervisory experience and a commitment to the capacity building of individual staff as well as the organization as a whole.
- Excellent problem-solving, decision-making, and organizational skills with ability to prioritize multiple tasks and work effectively and efficiently (both in terms of cost and time) in a demanding and complex project environment.
- Excellent interpersonal skills, including patience, flexibility, diplomacy, willingness to listen, ability to communicate with partners and staff, and respect for colleagues with a variety of cultural backgrounds.
- Strong sense of initiative.
- Experience working in team settings, preferably in an international or cross-cultural setting.

**Applicants should submit a resume and cover letter to the Director of Finance and Operations at [hr@itech-caribbean.org](mailto:hr@itech-caribbean.org) no later than Sunday, September 29, 2019. We appreciate all applications, but only shortlisted candidates will be contacted.**