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National Center for HIV/AIDS, Dermatology and STDs (NCHADS)

The National Center for HIV/AIDS, Dermatology and STDs (NCHADS) of the Ministry of Health has received funding from the US CDC/Global AIDS Program (GAP) under Cooperative Agreement for the expanding HIV/AIDS Program Activities of the Ministry of Health of the Kingdom since 2002. Now the project mission has reached to Phase III (31 July 2013 to 30 July 2018).

Currently NCHADS is seeking for **01 qualified contractual staffs** under the US CDC project support for the following Positions:

- 1). Position : 01 positions of Focal Point for Active FU Officers (HIV Case Management Assistant)**
Location : based in Pailin PHD
Expected Monthly Salary: USD250 or Experience Based

Job Summary:

To assist District HIV/STI Coordinators (HIV case management coordinator) and Provincial HIV/STI Program Managers in coordinating and managing HIV/STI cases within the coverage of OD with Pre-ART/ART sites.

Specific Responsibilities:

- To assist in detection, tracking and management of new HIV cases
 - Receive information about clients with HIV finger prick test reactive from all HIV Testing and Counseling (HTC) providers
 - Communicate with all HTC providers to obtain information about new clients with a first positive rapid test
 - Facilitate referrals for confirmatory testing at VCCT co-located with pre-ART/ART sites
 - Use all manners to ensure successful referral for all clients with HIV finger prick test positive receive confirmatory test for HIV at VCCT co-located with pre-ART/ART site
 - Track final results of HIV confirmatory test from VCCT for each client with a first positive rapid test, including weekly (at least) communication with VCCT to obtain confirmatory test results
 - Track HIV Exposed Infants with a positive DNA PCR test to ensure that they receive confirmatory DNA PCR test.
- To assist in ensuring adherence and retention in care of HIV-infected patients, including pregnant women:
 - Follow up with HIV Exposed Infants testing positive to ensure that they are immediately initiated on ART at Pediatric AIDS Care site.
 - Ensure that all clients with HIV confirmatory test positive are enrolled at pre-ART/ART site
 - Work with data management officers and relevant partners to identify and make the list of patients at risk of lost-to-follow up (LTFU) in the coverage areas
 - Facilitate/identify support for strengthening adherence/appointment keeping, especially for patients at risk of LTFU
 - Work with PLHIV peers/MMM coordinators, HBC team, ART team, and other partners including TB and MCH program to make sure that clients receive all services they need.
 - Make direct contacts with clients through phone calls or home visits to follow up clients who miss an appointment keeping.
- To assist in documenting patients' record using standard forms and tools provided:
 - Record and update the list of clients with HIV finger prick test reactive
 - Make sure that new confirmed HIV positive clients are documented
 - Record and document data on follow-up of HIV positive pregnant women and their HIV exposed babies.
 - Make sure that all patients' record and files are up-to-date
- Feedbacks and reporting
 - Provide regular report on new HIV cases and results of referrals and follow up to HIV case management coordinator.
 - Assist HIV case management coordinator in preparing summary results of new HIV cases and results of referrals and follow up
 - Provide feedbacks on new HIV case and results of referrals and follow up to relevant stakeholders
 - Assist HIV data officer in collecting and reporting data regarding treatment as prevention (TasP) and boosted linked response (B-LR)

General Responsibilities:

- To work with due diligence in carrying out the tasks of the position.
- To ensure regular, punctual and full-time attendance to duties during official working hours.
- To strive all times to assist OD/PASP/PHD to attain the highest levels of accuracy and honesty in all its activities.
- To draw the attention of HIV case management coordinator, OD director, PASP manager, and PHD director immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of OD//PASP/PHD.
- To undertake any other duties assigned by HIV case management coordinator, PASP manager and OD/PHD/NCHADS director.

Qualifications:

- University degree, preferably health related degree
- Demonstrated interest in Public Health
- Knowledge of HIV/AIDS and health
- Experience in working in HIV or health related field.
- Computer skill: word, excel, PowerPoint, email/internet
- Proficiency in written and spoken English
- This post requires significant travel and work closely with health workers
- Residence in the concerned province is advantage

All interested candidates should request apply by e-mail or in writing with a copy of any up-to-date CV, to the following address:

*Procurement Office on 1st floor of National Centre for HIV/AIDS, Dermatology and STDs
No. 245H, St. 6A, Phum Kean Klang, Sangkat Prek Leap, Khan Rusey Keo, Phnom Penh, Cambodia*

E-mail: nala@nchads.org

Website: www.nchads.org

Tell: 023 432 090/ 016 595969

Provincial HIV/AIDS-STI Program (PASP) Office of Pailin Provincial Health Department

Address: Phum Wat, Sangkat Pailin, Pailin City, Pailin Province, Cambodia

E-mail: sokoenyiv@yahoo.com

Tell: 012 935 301

Applicants should mark clearly on applied position title and send to the above address by or before 17:00 on Monday, December 15, 2014