



# Announcement



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

The National Center for HIV/AIDS, Dermatology and STDs (NCHAD) 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 IV (April 01, 2018 to March 31, 2023).

**Currently NCHADS is seeking for qualified candidates working under the US CDC project as the following positions:**

**Position** : Case Management Assistant (01 Positions)  
**Location** : OD-Chaktomuk, Phnom Penh ,  
**Accountable/ Report to** : Provincial HIV/STI Program Managers, HIV Case Management Coordinator and NCHADS

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:

#### **1. Assist in detection, tracking and management of new HIV cases and new Syphilis Cases**

- Receive information about clients with HIV and/or Syphilis finger prick test reactive from all HIV Testing Service (HTS) sites.
- Communicate with all HTS providers to obtain information about new clients with a first reactive rapid test.
- Facilitated referral those clients to HTS-ART sites and/or Family Health Clinic (STI clinic) for confirmatory testing.
- Ensure successful referral for all clients who have finger prick test reactive received confirmatory test at HTS-ART sties and/or FHC settings.
- Track final results of HIV confirmatory test from HTS-ART counselor and/or Syphilis confirmatory test at FHC STI provider for individual client.
- Track every HIV-Exposed Infants (HEIs) who born from HIV-positive mothers for HIV testing (at birth, at 6weeks, at six week after stopped breastfeeding for Polymerase Chain Reaction (PCR) test and at 18months or above for final antibody test.
- Track and refer individual HEI who had HIV-confirmed positive to enroll at Pediatric AIDS Care (PAC).

#### **2. Assist in ensuring adherence and retention in care of HIV and Syphilis infected patients including pregnant women:**

- Follow up with HIV-positive Infants to ensure the promptly initiated ART at PAC site.
- Ensure that all clients with newly HIV-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 at both ART clinic and FHC.
- Work with Community Action Worker (CAW); Community Action Counselor (CAC) Facility Based Worker (FBW), data officers, 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.
- Track every Syphilis-mother for her Syphilis treatment as well as Exposed Infants (SEIs) who born from Syphilis-positive mothers for treatment at Maternity and at Family Health Clinic.

### **3. 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 correctly and consistently.
- Record all related patient's filings and related records during the following-up period particularly HIV-positive pregnant women and their HEIS as well as Syphilis-positive mothers and SEIs.
- Make sure that all patients' record and files are up-to-date

### **4. Providing Feedbacks and reporting**

- Provide regular report at least weekly on HIV and/or Syphilis new cases identified reactive and positives and the results of referrals and follow up to HIV case management coordinator (CMC).
- Assist CMC in preparing report, and help produce results of those identified new cases and the follow up story.
- Report and feedback monthly those new identified cases and the results of tracking those patients at HTS-ART, ART, maternity, PAC and FHC.
- Assist HIV data officer in collecting and reporting data regarding treatment as prevention (TasP); Partners Notification Tracking and Testing (PNTT) and HIV-positive pregnant and lactating women and their HEIS as well as Syphilis-positive mothers and their SEIs.

### **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 attain the highest levels of accuracy and honesty in all its activities.
- To draw the attention of 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 case management coordinator, PASP manager and OD/PHD/NCHADS director.

### **QUALIFICATIONS**

The Successful candidate is required to have the following qualification:

1. University degree, preferably health related degree
2. Demonstrated interest in Public Health
3. Knowledge of HIV/AIDS and health
4. Experience in working in HIV or health related field.

5. Computer skill: word, excel, PowerPoint, email/internet
6. Understanding in written and spoken English
7. This post requires significant travel and work closely with health workers.
8. Residence in the concerned location/ province is advantage

**Interested individuals are encouraged to apply by e-mail or in writing with a copy of an up-to-date CV and Cover Letter 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 Chhroy Chanva, Phnom Penh, Cambodia  
E-mail: [nala@nchads.org](mailto:nala@nchads.org)  
Tell: 023 432 090/ 016 595969  
Website: [www.nchads.org](http://www.nchads.org)

*Or*

Phnom Penh Municipal HIV/AIDS-STI Program (PASP) Office of Phnom Penh Municipal Health  
Department  
Address: Road Ouknha Tryheng, Phum Chres, Sangkat Kok Khleang, Khan Sensok  
Phnom Penh, Cambodia  
E-mail: [ssowathtevy@yahoo.com](mailto:ssowathtevy@yahoo.com)  
Tell: 012 219653

**Applicants should clearly mark the applied position title and its location and send to the above address no later than 17:00 on February 25, 2019.**