

Advert reference number: LM – Cen017

Linkage to Care Officer: Linkage Hub x 5

Main purpose of the job

To manage data and coordinate the Hub based linkage officers in tracking and tracing of patients that are lost to follow up in support of Wits RHI 909090 activities.

Location

Tshwane

Key performance areas:

Oversee and manage the activities of the Linkage Hub

- Coordinate and manage the activities of the Wits RHI linkage hub.
- Track and monitor the implementation of linkage activities, using agreed indicators.
- Collaborate with community and facility-based teams to provide telephonic tracing services for patients lost to ART initiation or follow up.
- Receive weekly Tier.net reports of late missed visits from data capturers, facility linkage officers and/or community organizations
- Assist with phone calls to ensure outputs of the Hub are met.
- Work with data personnel to access and update data in TIER.net
- Keep a tracking log of identified errors
- Compile weekly reports on the outcomes of tracking and tracing activities
- Compile weekly data and submit data for telephonic tracing to the community personnel
- Support the development of tools and documents e.g. SOPs, M&E tools etc.

Administration and reporting

- Co-ordinate the timely and accurate submission of linkage data
- Verify linkage hub data submitted
- Regularly review linkage data, and implement plans to address gaps
- Compile and submit reports, according to reporting timelines.
- Participate in regular feedback and planning meetings with M&E and district teams.

Staff management and capacity development

- Supervise and manage line reports in keeping with Wits RHI policies and procedures
- Attend to all staffing requirements and administration.
- Supervise and manage the duties of subordinates to ensure optimal staff utilisation and maintenance of sound labour relations.

- Perform and facilitate performance development and assessments.
- Identify substandard performance by team members and take necessary corrective action.
- Coach and train subordinates and team members to ensure the acquisition of knowledge and skills required by the organisation.
- Promote harmony, teamwork and sharing of information.

Effective self-management and performance ownership

- Take ownership and accountability for tasks and demonstrates effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback.
- Take ownership for driving own career development by participating in ongoing training and development activities.

Required minimum education and training

Grade 12, data capturing training and/or experience

Required minimum work experience

Previous demonstrable tracking and tracing experience in a health facility or community mobile team.

Desirable additional education, work experience and personal abilities

- Working knowledge of patient movement in a facility, and linkage and referral systems within a health system.
- Some supervisory experience; some experience of working within community health programs. Having trained as an HIV counsellor is an added bonus.

Should you be interested in applying for this vacancy, please submit a cover letter (maximum one page) that clearly states, which vacancy and region you are applying for and a detailed CV to: **Lerato Mafafo** at **lmafafo@wrhi.ac.za**

The closing date for the vacancy is 17 March 2017