

COMMUNITY CONCERNS OF ORPHANS AND DEVELOPMENT ASSOCIATION (COCODA)



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JOB VACANCIES ANNOUNCEMENT

Community Concern of Orphans and Development Association (COCODA) is a non-governmental organization established in 2000. COCODA's establishment as its name suggests, resulted from intensifying concern among community members in Njombe over the surging number of orphans, mainly as a consequence to swelling amount of people infected by HIV and dying from AIDS, majority being adults leaving behind young children without parents. This trend had a negative impact on social and economic development.

Hence COCODA envisioned to offer effective response to the situation through providing education to local community on HIV/ AIDS, supporting orphans and most vulnerable children, providing vocational skills to youth and establishment of small-scale income generating groups for community sustainable economy.

Meeting Targets and Maintaining Epidemic Control (EpiC) is a global project funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the U.S. Agency for International Development (USAID) which is dedicated to achieving and maintaining HIV epidemic control. It is led by FHI 360 as prime and has a five-year period of performance from April 15, 2019 to April 14, 2024.

EpiC provides strategic technical assistance (TA) and direct service delivery to break through barriers to 95-95-95 and improve HIV case-finding, prevention and linkage to treatment among key and priority populations (PP). In **Njombe** region the project is implemented by COCODA in 6 councils (Njombe TC, Njombe DC, Makambako TC, Wanging'ombe DC, Ludewa DC and Makete DC) to address critical gaps and bottlenecks in the response to HIV among key and vulnerable populations (KVP) and adolescent girls and young women (AGYW). The EpiC project

works closely with the Government of Tanzania (GoT) at national and sub-national levels to deliver HIV and other services tailored to the needs of these groups.

COCODA invites competent and motivated applicant to apply for the following positions;

1. Case managers (3) - Temporary job

Location: Njombe TC, Makambako TC and Wanging'ombe DC

Position Description:

The Case Manager will work with Community engagement officer and biomedical technical officers to implement HIV prevention program targeting population at risk in the region. He/she will work with team to reach, serve and maintain Key and Vulnerable population, s/he will monitor the implementation of case linkages during the process of pre counselling, post counselling as well as linkages of positive diagnosed KVP to care and treatment Centre. Will monitor all activities related to community ART initiation, case retention to care of all identified, diagnosed HIV positive clients as well as returning to care of all clients who missed appointment and lost to follow. She/he will be responsible in making sure that all Navigation process are well established, conducted and maintained according to Care and treatment standards. He/she will play a key role in ensuring that client centred approach is well observed and adhered during service provision to KVP positive clients. She/he will also play a crucial role in supervising and building the capacity of Peer navigators of key and vulnerable population through conducting progress review meetings in monthly basis. She/he will be coordinate the case management team with health facilities and community for continuum of care. Also, will be responsible in monitoring Gender based/Intimate partners Violence cases includes status of referral and linkages. The Case Manager will report to the Biomedical Technical Officer and work closely with the Regional Senior Technical Officer

Job details

- Liaise with Districts Community-Based HIV coordinator (DCBHCO)
- Liaise with facilities and peer navigators for enrolment of clients from the community
- Liaise with facilities for retention of clients on ART and provide feedback to facilities
- Manage Client Appointment and ART Refill

- Manage and Track Missed appointment
- Support community-based ART services by managing appointments for refills
- Manage lost to follow and return to care
- Provide mentorship to peer navigators
- Act as a link between peer navigators and facilities
- Supervise peer navigation teams
- Facilitate post GBV linkages and track feedback for GBV survivors
- Tracking and reporting of all completed and non-completed referrals (GBV, STI, HTS AGYW, FP etc)
- Daily follow up on cases management by the team, from each service delivery point in close relationship with Biomedical field officer
- Reconcile and compile data into the regional tracking register and the regional partner listing and outcome register, and maintain it on daily basis
- Follow up on all open cases who do not have an outcome yet and ensure that all escorted / tracked beneficiaries receive an outcome
- Conduct sites visits for at least 70% of the time
- Working with Data manager/M&E Officer to report tracking and partner listing and outcome data to the MER team in the region using referral from feedback (Vibutu)
- Prepare weekly and monthly reports related to tracking services and partner notification and success stories, as needed
- Participate in meetings at CSO level and related CHMTs meetings
- Document best practices for linkage for KVP
- Perform other duties as assigned by line manager

Qualifications and experience

- Diploma or bachelor's degree in clinical management, nursing, social work, counselling and psychology
- At least one-year experience in case management for community-based HIV services.

- Prior experience in working with literate and non-literate audiences; experience in participatory methods
- Experience on KVP program is an added advantage
- Experience in supervising a field team **Interpersonal skills**
- Good communication skills
- Ability to work in a team
- Computer skills in basic applications example Ms excel, Ms word etc.