



JOB -ADVERT, Deadline of application 14/12/2017

About Bwindi Community Hospital

Bwindi Community Hospital (BCH) is a Church of Uganda Hospital located in the village of Buhoma close to the northern entrance of Bwindi Impenetrable National Park, home of half of the world's Mountain Gorillas. It is run by a Management Committee of staff, and overseen by a Board of Governors. The Hospital was started by US Missionaries Scott and Carol Kellermann in 2003. They came to Uganda with a mission to help the Batwa Pygmies who had been evicted from Bwindi Impenetrable Forest after it was gazetted as a National Park in 1991. They found huge need in the Bwindi area, particularly among the Batwa. The Hospital has now grown to a **122 bed Hospital** and serves more than 100,000 people from sub-counties of Kanungu District and other areas.

1 Job Title: Data Clerk (01)

Organization: Bwindi Community Hospital Elizabeth in partnership with Glaser Pediatric AIDS Foundation (EGPAF) to implement USAID Regional Health Integration to Enhance Health Services in the South West Uganda Project (RHITES)

Duty Station: Bwindi Community Hospital, Uganda

About US:

Job Summary: The Data Clerk will support the implementation of strong data quality maintenance systems of the health unit. The Data Clerk will actively promote data quality standards at all points of service delivery by ensuring the generation and submission of accurate, timely, valid data to inform on quality improvement and reporting. The Data Clerk will work closely with the different units in –charges to ensure completeness of e data on the patient files, the registers (ANC, Maternity, Post natal, Exposed Infant Register, HCT register, Laboratory registers, SMC registers, Nutrition, TB registers, Pre-ART and ART registers, Family Planning Register, Child Register) are complete. Working with different teams in HIV/AIDS department in ensuring that timely, accurate, complete and valid data is generated from the respective registers and is submitted to the DHO, EGPAF and MoH by verifying all data before submission. The data/reports pertains to: HIV Care & Treatment program, PMTCT including EID, TB and TB/HIV, HIV Counselling and Testing, Nutrition and Malaria.

Key Duties and Responsibilities:

- In charge of receiving and dealing with enquiries and requests relating to data needs
- Work closely with information by transferring it from paper-based records onto computerized systems; Updating, maintaining and retrieving data held on computerized HIV/AIDS reporting system
- Compile, sort, and verify accuracy of data before it is entered into the project database
- Responsible for data entry in a timely and accurate manner into the project information system; assists in the compilation of statistical information for reports.
- In charge of managing the electronic data systems which include and not limited to Open MRS, DHIS2, ensuring systems are updated with the most current data,
- Maintains hardcopy and electronic data files and reports in compliance with the program, research protocols, ensure the store/back up in an appropriate location completed reports/documents
- The incumbent also maintains the highest standards of data quality by comparing the data entered with source documents, or re-enters verified data.
- Enter data in a timely and accurate manner into the project information system; assists in the compilation of statistical information for reports.
- Undertake to enter and clean all the program and research data entered into the database in line with the guidelines/principles as detailed data entry protocols
- Merging of all the cleaned data into a central database as per the protocols and guidelines
- Supports the Strategic Information & Evaluation Officer in and basic data analysis and generation of reports.
- Generate and provide accurate, timely, valid data for the development and production of program and research reports.
- Utilizes computerized data entry equipment and file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary, and summarizes data in preparation of standardized reports.
- Take part in the facility quality improvement activities which may include collecting/summarizing data and analyzing to inform progress off quality improvement interventions

- Work closely with the facility QI team to ensure the data is collected and analyzed using the standard MOH and EGPAF QI documentation journals and other tools
- Keenly analyze the monthly summary statistics for key program indicators and compile reports for distribution to inform QI team at health facility
- Support health care workers at the designated facilities in data quality assurance as stipulated in the standard operating procedures and job aides

Qualifications, Skills and Experience:

- The Data Clerks should hold diplomas in Statistics, Records Management from a reputable institution.
- Additional training in information technology, database and records management is an added advantage
- A minimum of two years of progressive professional experience working data management
- Hands-on knowledge and skills data entry preferably in an HIV/AIDS a research oriented organization.
- Hands on experience in working with health information systems at health facility and district.
- Sound understanding of current issues and developments in the field of HIV/AIDS, Malaria, Family Planning, Nutrition, Reproductive Health, Maternal and Child Health
- Computer literacy skills especially, but not limited to Ms-Word, Excel, Internet & web technology, as the incumbent will be involved in data entry into database system
- Good numeracy skills. Attention to detail and enjoy alphanumeric data entry.
- Practical experience in working with government of Uganda health information systems
- Previous experience in handling collecting, collating and managing numerical data
- Excellent verbal communication and writing skills.
- Familiarity with computer programming, routine management of information systems, and maintenance of electronic databases is desirable.
- Excellent data analysis skills
- Fluency in English required, knowledge of local languages preferred
- Ability to work as needed on evenings and weekends.

2 Job Title: Counselor (1) HIV/AIDS

Job Summary: The Counselors will be responsible for providing clients with quality counselling interventions that support reduction in health risk behaviors, promote adherence and coping abilities, and retention into care by actively referring and linking clients to other services.

Key Duties and Responsibilities:

- Provide quality counselling services to Clients, their families and supported communities; that empower them to cope with prevailing situations, make informed decisions and live positively for improved quality of life.
- Actively participate in and support the efficient and effective team working in the Counselling department to deliver quality and cohesive counselling interventions that support improved health outcomes for clients and supported sites
- Provide and maintain High quality counselling services to the clients and their families, guided by Standard counselling guidelines
- Participate in creation of strong linkages and good collaboration within the communities and other stakeholders, so as to increase demand for services and contribute to the overall organizational goals
- Effectively utilize and account for departmental funds received for planned activities so as to achieve departmental goals using the available resources
- Participate in capacity building activities within the department and in liaison with the Training and Education function to build knowledge and skills of health workers in Counselling so as to improve counselling services both at Hospital and supported sites
- Actively participate in operational research as part of departmental undertakings and in liaison with Research and Strategic Information department to demonstrate best practices and contribute to new knowledge
- Perform any other tasks as may be assigned by your Supervisor.

Qualifications, Skills and Experience:

- The applicants should hold Minimum of Diploma in guidance and counseling or clinical psychology.
- A minimum of 1 years' experience in clinical counseling
- With knowledge and experience in HIV/AIDS management
- Ability to work under pressure; and in sympathy with the Christian values.
- Excellent communication and interpersonal skills, Proficiency in various Microsoft office packages and working knowledge of English and local language(s) are crucial.
- Evidence of a non-judgmental approach regarding race, religion, culture, sexuality and lifestyle is critical.
- Proven experience and or training in Couple Counseling, Adolescent Counseling, PMTCT, Reproductive Health, Cancer education, research in human subjects and community health activities is desired.
- Ability to use a computer and speak fluent Rukiga /Runyakore is A MUST.
- Ability to work as needed on evenings and weekends.

3 Job Title: Counselor (1) Mental Health

Job Summary: Mental health counselors will help clients to get relieved from the mental and emotional suffering without resorting to drugs or invasive medical methods through promoting active listening and verbal communication to come up with solutions.

Duties of a mental health counselor

- Take a holistic (mind and body) approach to mental health care.
- Identify clients on ward rounds and in the community
- Psych education at the hospital and in the community
- Counseling of clients at the hospital and in the community
- Data management (Collection, Storage and Retrieval)
- Work with individuals, groups and communities to improve mental health
- Encourage clients to discuss emotions and experiences

- Examine issues including substance abuse, aging, bullying, anger management, careers, depression, relationships, LGBTQ issues, self-image, stress and suicide
- Work with families
- Help clients define goals, plan action and gain insight
- Develop therapeutic processes
- Refer clients to clinical Psychiatrists and other services.

Qualifications, Skills and Experience:

1. The applicants should hold Minimum of Diploma in guidance and counseling or clinical psychology.
2. Having an experience of dealing with People with Mental Illness for at least 2 years.
3. Leading individual or group *therapy* sessions, running preventative *mental* wellness classes or workshops and making treatment referrals.
4. Good communication and interpersonal skills.
5. Having some basic computer skills.
6. Being fluent in English and Runyankore/ Rukiga is a MUST.
7. Ability to work under minimal pressure with minimal supervision.

How to Apply:

All suitably qualified and interested candidates are encouraged to send their applications to this address;

The Human Resource Manager, Bwindi Community Hospital

E-mail to: hrbwindihospital@gmail.com

Deadline: 14th December 2017