



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE DISTRICT HEALTH VISITOR	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT NURSING/ COMMUNITY LIAISON UNIT (CLU)
4. ORGANIZATIONAL RELATIONSHIP The District Health Visitor (Community Liaison Unit) would report to the Hospital Nursing Manager at the Sangre Grande Hospital and the Primary Care Nurse Manager within the County.	5. NATURE & SCOPE The District Health Visitor (Community Liaison Unit) will be responsible for performing advanced community health nursing activities geared towards discharge planning and post-discharge care and management of clients at the Sangre Grande Hospital by collaborating with all stakeholders to ensure compliance, improved health and reduction in hospital readmission.	
6. SPECIFIC ACCOUNTABILITIES The District Health Visitor (Community Liaison Unit): <ul style="list-style-type: none"> □ Assess, plans and manages the Discharge Planning process of clients at the Sangre Grande Hospital. □ Conducts home visits to assess clients and home conditions to ensure compliance and follow-up. □ Conducts Health Education and Promotion and counselling sessions for clients and relatives. □ Ensures that daily births from the Maternity Ward is collected and recorded. □ Visits/contacts wards and collect relevant client information. □ Ensures that the unit's protocols and policies are always maintained and practiced. □ Provides timely feedback and daily reporting of activities to immediate supervisors. □ Perform Performance Management on subordinate staff to assess performance. □ Develops specific activities for the promotion and general maintenance of health. □ Assists in the training of health care personnel. □ Participates in the research activities of the Region to determine community health needs and plans intervention for same. □ Attends meetings to plan, implement and improve quality care. □ Serves as a liaison between family members and persons with whom clients need to come into contact. □ Partners with external stakeholders in Health Promotion/Health Education within the Community including but not limited to the NGO's, Women Groups, Faith based organizations and all Community based organizations. □ Performs other related duties as approved by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> □ Considerable knowledge of the principles and practices of general and public health nursing and midwifery. □ Strong interpersonal skills. □ Strong analytic reporting/research skills. □ Effective communication skills, both oral and written. □ Ability to work as part of a multi-disciplinary team, build positive relationships and work collaboratively with others. □ Ability to interpret and utilize data and research as a means enhancing service delivery. 		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> □ Bachelor of Science in Nursing and Registered Nurse Certificate/Diploma. □ Licensed Midwife. □ Registered with the Nursing Council of Trinidad and Tobago. □ Diploma in District Health Visiting. □ Computer Literate in Microsoft Office Suite. □ Leadership and management training would be an asset. □ Any equivalent combination of training and experience. 		

9. SUPERVISORY RESPONSIBILITIES

- District Nurses
- Registered Nurses
- Clerks

10. COMMUNICATION AND WORKING RELATIONSHIPS

Internal:

- Hospital Nursing Manager
- General Manager-Nursing
- Primary Care Nursing Manager
- Other Heads of Department in Primary and Secondary Care
- Community Liaison Unit Health Care Team
- Registrar Births and Deaths

External:

- Other Regional Health Authorities – CLU Department
- Other Government agencies
- NGO and Governmental Organization
- Community Groups
- Clients/relatives