

MISSIONS OF HOPE INTERNATIONAL JOB DESCRIPTION

Position: Clinical Officer
Reports to: Health Officer in Charge
Supervises: None
Department: Health
Grade:

OVERALL JOB PURPOSE

The position is responsible for the overall management of the Medical health facility. It will involve seeing and examining patients, diagnosing and treating patients' ailments at an Outpatient/Inpatient department in MOHI health centres or Clinics.

DUTIES AND RESPONSIBILITIES.

1. Strategic Management.

- Support the development and implementation of MOHI's strategic plan with a focus on health management
- Spearhead the development and periodic review of operational plans for effective implementation of the health facility.
- Develop a systematic annual plan for the health centre.
- Ensure prudent management and use resources allocated for health facility.
- Build good working and profitable relationships between the clinic, the local authorities and the community.

2. Patient Care and Management

- Provide comprehensive and good quality clinical services to patients
- Interpret results for diagnosis
- Coordinate medical examination tests
- Undertake minor surgeries and administer drugs
- Create awareness on Health and Nutrition within the local community
- Support training by preparing training materials

3. Report Writing and Record Keeping

- Keep complete and up to date patient records
- Prepare records and monthly and periodic reports

4. General Management and Administration

- Ensure availability of required equipment
- Ensure continuity in the supply of the consumables in the clinic
- Ensure that smooth day to day running of the department
- Manage the staff in the health facility
- Facilitate capacity building activities and initiatives for the staff in the health facility

Academic and Professional Qualifications & Experience

- Diploma in Clinical Medicine and Surgery from a recognized institution
- Must be registered with the clinical Officers' council with a current practicing license.
- A certificate in Voluntary Counselling and Testing from a recognized institution
- At least 3 years previous experience in a clinical officer position.

Competencies/Abilities/Skills Required

- Strong Christian with demonstrated commitment, and active involvement in church.
- Strong analytical skills, attention to details and problem solving skills.
- Strong interpersonal skills and effective team player.
- Experience working with HIV care and treatment programs
- Ability to work under minimal supervision
- Proficiency in IT applications including MS Office, Internet and e-mail.
- Effective communication skills and be fluent in oral and written English and Kiswahili.
- Must be a person of unquestionable integrity.
- Strong analytical and report writing skills.
- Attend and participate in the daily devotions.
- Should be able to promote and safeguard the welfare of the children and young people he/she is taking care of.