JOB DESCRIPTION
VISITING SERVICE PROVIDER

1 Department / Project(s)
SRH intervention for COVID-19 Humanitarian Response

2 Workplace
Sarlahi, Rautahat, Pyuthan, Arghakhachi districts with 80% movement between district headquarters and rural communities within district.

3 Reports to / Level
Project Officer

4 Supervises
N/A

5 Authorized Equipment
IUCD, Implant

6 Job Summary
The responsibility of the Visiting Service Provider is to support Local Government in strengthening the delivery of SRH and family Planning services, especially the long acting family planning methods: Implant and Intra-Uterine Contraceptive Device (IUCD) services. For this VSP will provide LARC services where the trained health care providers are not available and support trained service providers to deliver quality LARC services at government health facilities.

Required Competencies

6.1 Knowledge
- PCL Nursing or ANM passed with Implant and IUCD training certified by NHTC
- Experience in providing FP services especially LARC

6.2 Skills
- A demonstrated ability in building and maintaining relationships with government at central, HFOMC staff and health volunteers at community level.
- Good communications skills.
- Strong interpersonal skills, ability to work in teams and self-management skills.
6.3 **Attitudes**

- High level of integrity.
- Commitment to the job.
- Respect for others.
- Willingness to travel to remote areas of district.

7 **Responsibilities and Expected Outcomes**

7.1 **Quality Service**

- Ensure improved IEC/BCC activities on Family Planning including usage of DMT and MEC wheel.
- Provide SRH /Family Planning counseling service based on right based approach for other FP services on SARC and LARC.
- Provide follow up services and refer for services when required.
- Maintenance of IP during FP service.
- Ensure IP practices for FP services as per the national IP guidelines.
- Ensures all IP recommendations regarding COVID-19 Management and Control are adopted and implemented, as per national guidelines.
- Support health facility in-charge to ensure availability of FP commodities at service delivery points.
- Assist to refill the condom boxes placed at the different sites in the districts.
- Ensures all recommendation made by the project monitoring team including finance.
- Support SCM/LMIS activities when required.

7.2 **Coaching:**

- Coach Health Facilities staff for I/R of LARC service and counselling by using DMT/MEC.
- Coach FP service providers on clinical skills in coordination with Project Officer (PO).

7.3 **Recording and Reporting**

- Assist in reporting and recording of services using standard HMIS form/formats and communicate with PO and Health Facility in-charge.
- Maintains records of service provided.
- Regular reporting to Supervisor as per standard reporting format

7.4 **Coordination:**

- Maintain regular coordination with Local Government Health Coordinator, focal persons at Health Office, HP and Project Officers.
- Coordinate with district FP focal persons of the respective districts, UNFPA, local health facility staff and ADRA Project officer on planning, schedule visits for LARC service delivery and mentoring service providers on LARC services.
7.5  **Work Health, Security and Safety (WHSS)**

- Carrying out their duties in a manner which does not adversely affect their own health, security, and safety or that of others;
- Cooperating with measures introduced in the interests of work health, security and safety;
- Undertaking relevant training provided in relation to WHSS;
- Immediately reporting all matters which may affect workplace health, security and safety to their supervisor;
- Correctly using any information, training, personal protective equipment and safety devices provided;
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health, security, and safety reasons;
- Undertaking only those tasks for which they have authorization and/or the necessary training, and for which all necessary safety arrangements are in place; and
- Cooperating with arrangements made to assist the return-to-work of ill or injured employees.

**Outcome:** Compliance with ADRA Work Health, Security and Safety (WHSS) Policy guidelines.

7.6  **Others**

- Any other duties assigned by the Supervisor.