



JOB DESCRIPTION

Position Title: National Field Representative for Primary Health Care/ Community Based Health Program	Reports To: Manager, Health Services
Department/Section/Chapter: National Headquarters – Health Services	Supervises: HS Project Staff, Chapter Service Representatives
Purpose Statement	
The job is responsible for the planning, development, implementation, and monitoring of Health Program & Projects related to Community Based Health & Communicable Disease Prevention	
Key Result Area:	Duties and Responsibilities:
A. Conducts capacity building activities for Chapters	<ul style="list-style-type: none">• Develops and update Health Services training curriculum related to concerned program for chapters esp CSRs & Senior Volunteer Team Leader on Health• Conducts trainings that will equip chapters in implementing HS programs.
B. Program and Project Management	<ul style="list-style-type: none">• Formulation of overall project implementation plan and facilitate preparation of chapter-based implementation plan and budget for health services NHQ approval.• Guide and supervise the chapters on the technical implementation and requirements of the project implementation and when necessary act on HS NHQ requests for immediate facilitation in the chapter level.• Support the chapter in the coordination process of the project at the provincial/city and municipal levels for project partnership.• Support/facilitate in processing administrative & HR-related documents• Support/facilitate in processing Finance & Logistics documents• Supervise Project Staff on the implementation of projects and activities
C. Conducts monitoring activities	<ul style="list-style-type: none">• Monitors all aspects of the program/project to ensure objectives are achieved by:<ul style="list-style-type: none">▪ Gathering and validation of data on the field.▪ Monitors the chapters on the progress of the program.▪ Conducts field visits to support project and chapter activities
D. Develop and writes technical reports	<ul style="list-style-type: none">• Prepares and submits report to the HS Manager.• Prepares concept paper and proposals for projects in line with improvement of community health.



	<ul style="list-style-type: none"> • Prepares and develops memos, letters and other technical documents • Prepares and review program & project accomplishment reports
E. Conducts research and prepare proposals	<ul style="list-style-type: none"> • Reviews and revise existing Information, Education and Communication materials for appropriateness on the field. • Writes case studies on best practices to recommend improvements on the programs. • Initiate/Participate in available training and capacity building activities
F. Support for Emergency and Response Operations	<ul style="list-style-type: none"> • Conducts detailed health assessment during health emergencies and health in disasters to ensure appropriate health response plans / interventions in the area. • Conducts and/or supervise chapters on the implementation of health response activities • Takes posts in the Operation Center to ensure that all requests pertaining to health are reviewed and process. • Represents the Health Services in health committees and clusters for a well-coordinated health response. • Proposes and develop health response plan for early recovery or rehabilitative projects in the disaster / emergency affected area.
G. Other Task	<ul style="list-style-type: none"> • Performs all other related duties that may be assigned from time to time by the Manager for Health Services

JOB SPECIFICATIONS

Qualifications/Minimum Education:

Bachelor's Degree in Nursing; Licensed Nurse of the Philippines (under Professional Regulation Commission) and other Health Professional with demonstrated expertise in Public Health Programming

Personal Qualities and Skills:

- Attention to details
- Situational health risk analysis.
- Leadership skills and can readily develop rapport with clients and co-workers.
- Facilitation skill
- Background on community development and health programming
- Development community-based health training curriculum, information, campaign and education materials.
- Reporting, monitoring and evaluation
- Knowledge in MS Office application

Work Experience:

- Minimum of 2-3 years experience on Community Health Work/Public Health Programming.



<ul style="list-style-type: none">• Oral and writing communication skills	
Equipment Used: Computer, scanner, printer, copier, telephone and fax machine	Working Environment: Office Based and Field Based. Possible deployment to disaster-stricken area
Key Contacts: <ul style="list-style-type: none">• Internal - Coordinates with PRC Chapters, linkage with other PRC services• External - Coordinates with the National and Regional offices of Department of Health and other government and non-government agencies	
Core Values: Focused, Fast, Flexible, Friendly and Forward Looking	
All staff shall agree to abide by the philosophy and principles of the Philippines Red Cross, in particular the 7 fundamental principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.	

Position Holder

Immediate Supervisor's Name

Signature over Printed Name and Date

Signature over Printed Name and Date