



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

## GOVERNMENT VACANCY

<b>JOB TITLE:</b>	<b>Community Outreach Officer</b>
<b>DEPARTMENT:</b>	<b>Health Promotion and Advocacy Unit</b>
<b>MINISTRY:</b>	<b>Ministry of Health and Human Services</b>
<b>LOCATION:</b>	<b>The job is based in Providenciales but at the discretion of the Director of Health Promotion and Advocacy Unit, may be relocated to another part of TCI. Travel to other islands is expected.</b>

### **JOB SUMMARY:**

This job holder is expected to interact with at risk populations to effect, demand, reduction and improve quality of life.

### **KEY DUTIES AND RESPONSIBILITIES:**

1. **Oversee Educational Programming:** Develop and oversee educational programming to inform and educate members of the community about non-communicable diseases (NCDs) and communicable diseases.
2. **Strategy Design and Implementation:** Design and implement strategies to ensure access to and participation of community members in the Department's programs related to NCDs and communicable diseases.
3. **Promote Healthy Choices:** Encourage and support individuals to make healthy choices and adopt practices that promote overall health and well-being, with a focus on preventing NCDs and communicable diseases.
4. **Community Communication:** Keep the community informed about the department's services, upcoming activities, and programs related to NCDs and communicable diseases.
5. **Community Needs Assessment:** Meet with community members to determine their health needs and refer them to appropriate services that can help them manage or prevent NCDs and communicable diseases.
6. **Survey and Screening Assistance:** Assist with conducting surveys and screening exercises to identify cases of NCDs and communicable diseases within the community.
7. **Client Support and Advocacy:** Provide emotional support and act as an advocate for clients to help them gain access to the necessary services and resources for managing NCDs and communicable diseases.
8. **Follow-up on Treatment:** Follow up with clients who have dropped out of treatment for NCDs or communicable diseases and encourage them to resume their treatment.
9. **Liaison with Organizations:** Serve as a liaison between the department and other





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organizations within the community that share similar goals in preventing and managing NCDs and communicable diseases.

10. Community Feedback: Meet with community members to gather feedback on how the department can better serve the population in terms of preventing and managing NCDs and communicable diseases.
11. Record Maintenance: Maintain ongoing records documenting interactions with clients regarding NCDs and communicable diseases.
12. Reporting: Provide regular reports on client interactions and activities related to NCDs and communicable diseases.
13. Team Participation: Participate in treatment team meetings to coordinate care and services for clients with NCDs and communicable diseases.
14. Program Assistance: Assist in the department's programs in the community aimed at preventing and managing NCDs and communicable diseases.
15. Adherence to Codes and Regulations: Adhere to all Public Service codes, rules, and regulations.

## **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- High School Diploma with at least four or more GCE or CXC passes including English and Mathematics.
- Experience working with diverse communities and understanding of cultural competencies.
- Prior experience in outreach and engagement activities related to non-communicable diseases and communicable diseases is highly desirable

**SALARY: Grade 6.1 - \$48,320.00 per annum**

## **APPLICATION PROCEDURE**

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate.

## **BELONGERS NEED ONLY APPLY**

**Current serving officers must apply through their Head of Department.  
Applications without supporting documents will not be processed**

**We thank all applicants for their interest, however, only persons selected for an interview will be contacted.**

