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| **Job Title:** OCH Community Health Coordinator | **Reports to:** Line manager – OCH Hospital Director | | | **Location:** Okhaldhunga Community Hospital, Siddicharan, Okhaldhunga, with frequent trips to project rural municipalities |
| **Main Job Responsibility**:  To be responsible for the planning and implementation of the UMN OCH (Okhaldhunga Community Hospital) Community Based Rehabilitation (CBR) and Mental Health (MH) related projects. Project goals are to transform Okhaldhunga into a disability inclusive society where people with disabilities (PWD) and their families experience fullness of life through their full inclusion, participation and contribution, and to improve mental health and psychosocial wellbeing through increased access to mental health prevention and treatment. | | | | |
| **Areas of Responsibility** | | **Decision Making** | **Qualifications & Experience** | |
| **A. General Management Responsibility**   1. Ensure the OCH CBR and MH programme follows its plans, policies and procedures according to the Hospital Policy of Employment (PoE) manual. 2. Manage CBR and MH office-based and RM-based staff. 3. Provide support to RM-based CBR officers and MH Coordinator/Focal Person to ensure they carry out their field duties and staff management effectively. 4. Build and maintain strong working relationships with OCH staff, local and regional government, and community stakeholders. 5. Liaise with UMN Disability Advisor, UMN Health Thematic Lead, OCH CBR advisor and OCH MH advisor for support in project planning and implementation. 6. Lead the planning and implementation of the OCH CBR and MH project activities and ensure timely reporting. 7. Regularly communicate with the Hospital Director, CBR advisor and donor on the project’s plans, progress and achievements. 8. Maintain close project donor relationships and ensure all donor compliances are met. 9. Research, learn and apply methods of best practise in the project including thorough documentation to ensure maximum effectiveness, and share knowledge with UMN, CBR partners and others.   **B. Technical Responsibility**   1. With the MEAL officer, train staff in baseline data collection, monitoring and evaluation methods. 2. Supervise project surveys and data collections, systematic participatory monitoring, accountability systems and evaluations, and modify the project’s activities accordingly to ensure targets and goals are reached. 3. Provide technical support to all staff in the projects, through formal training, mentoring and coaching, to grow the project’s capacity for effective implementation. 4. Support staff in organising formal/informal training, workshops, interactions and advocacy events among the stakeholders to enhance their knowledge and skills in disability, CBR, MH and inclusive development. 5. Liaise and work closely with local government and NGO stakeholders including RM's/Municipality disability coordination committees and OPDs, to build their capacity, and collaborate for the effective mobilisation of resources. 6. Seek opportunities to build the capacity of all project staff in their respective fields. 7. Full responsibility to manage the CBR and MH budget. 8. Develop quarterly and annual plans; provide reports to line managers, UMN Disability Inclusion Advisor, donors and other interested parties within UMN. 9. Assist OCH management in ensuring OCH becomes a disability-inclusive hospital. 10. Keep oneself informed of new information and trends in the area of disability and MH in Nepal and internationally, and share with CBR and MH team members, OPDs and wider community. | | * Primary decision maker for the OCH CBR & MH budget. * Contribute to strategic planning and decisions on disability work within UMN. | * Bachelor's in social science or equivalent. * Preferred Master’s degree in similar subject. * Minimum two years’ work experience in project management in community based disability-inclusive development (CBID)/CBR/MH or community development. * Highly experienced in project management, including developing proposals, programme planning, managing a budget, participatory monitoring and reporting. * Knowledge of disability, CBR and MH situation in Nepal and beyond; Disability Inclusive Development (DID), and national and international disability & MH related laws and policies. * Experience in advocacy, rights based approach and community group mobilization. * Experience of working with minority and oppressed groups/PWD, combating stigma, trauma, mental illness and discrimination. | |
| **Dimensions** | **Skills, Attitudes, Behaviours** | |
| * Member of the OCH Internal Management Committee * Work closely with Hospital Director. * Engage in disability & MH related national networks and forums and where possible, be an active participant. | * Skills to manage a large team of field and office-based staff. * Coaching and mentoring skills. * Capacity building skills. * Able to understand and empathise with the situations of PWD and families. * Enjoys spending time with, and working to improve the lives of PWD and their families, the marginalised and poor of society. * Able to network extensively with community groups and individuals to facilitate inclusion of PWD in all required services. * Seeking to model the OCH values and vision, * Able to work with the faith-based community in the project locations. * Proactive, searching out opportunities for influence and to enthuse others. * Able to take initiative & work independently while being a strong team player. * Good communication skills in Nepali and English language, written and verbal. * Good computer skills. * Flexible attitude to work time, workload, work activities, setting priorities and travelling. * Willing to learn and create learning environment for empowering others and developing their strengths. | |

**Prepared by: Clare Grimble, CBR Advisor, Bir Nepali, Disability Inclusion Advisor Date: 03.02.23**

**Approved by: Dr. Roshan Kharel Date: 03.02.23**