

	JOB TITLE : CHCC VCT SERVICES COORDINATOR		
Program:	COMMUNITY HEALTH CARE CENTRE	Last Update	Sept 2016
Reports to:	CHCC PROGRAM MANAGER		
Supervise:	VOLUNTEERS AND COUNSELLORS AT CHCC		
Coordinates with:	A. COMMUNITY HEALTH CARE CENTRE B. MSM POZ TEAM C. MSM OUTREACH COORDINATOR D. FINANCE MANAGER		
Employee Name			
Grading	(TBC at later stage)		
Work Location and Hours	PT FOUNDATION COMMUNITY HEALTH CARE CENTRE @ SENTUL BOULEVARD, KUALA LUMPUR TUESDAYS to SATURDAYS: office hours with one hour lunch break		

JOB PURPOSE AND PRINCIPAL ACCOUNTABILITY

The CHCC VCT Services Coordinator is responsible for the implementation of interventions and preventions designed to reduce HIV and STI infection among the key affected populations. The Coordinator will ensure the efficient implementation of the services provided at CHCC according to the organizational SOPs and PT Foundation values. This includes operating the anonymous rapid HIV and STI screening and counselling services, telephone counselling support and research coordination. The Coordinator is also responsible for the management of the volunteers who assist in the services provided in the CHCC.

MAIN DUTIES AND RESPONSIBILITIES

A. CHCC services: Facilitates the smooth functioning of the Community Health Care Centre at PT Foundation, including provision of voluntary testing & counselling services in an appropriate and high quality manner.

1. Performs anonymous and confidential pre-test & post-test counseling of CHCC clients.
2. Performs anonymous and confidential screening and sampling for STI screening services.

3. Follows up and provides referral of the clients to designated healthcare providers, clinics, hospitals and/or the MSM Poz team.
4. Coordinates and follows up with the laboratory for sample collection, and manages results delivery from the laboratory.
5. Supports the CHCC Program Manager in working with external consultants and/or research based volunteers to analyze and produce reports for program improvement, advocacy, education and funding application purposes.
6. Manages the CHCC's work related supplies (medical and non-medical supplies) and provides monthly reports and updates.

B. Volunteer Management: Ensures that the recruitment, administration and follow-up of PT Foundation volunteers is handled timely and consistently.

1. Works with the Human Resources Executive for the continuous recruitment of CHCC volunteers and interns.
2. Trains, coaches and mobilizes the CHCC volunteers and interns to facilitate smooth functioning of the CHCC.
3. Maintains online and telephone communication with the CHCC volunteers to roster their services.
4. Maintains and updates a duty roster and e-group service among volunteers.
5. Is responsible for the coordination and administration of the CHCC volunteers' training.
6. Supports the development, coordination and follow up of all CHCC related training of counselors, volunteers, and interns.

C. Provides high quality, timely administrative services and support to the CHCC Program Manager;

1. Handles incoming calls, including inquiries and appointments for the CHCC services, and refers whenever appropriate.
2. Is responsible for staffing the CHCC reception and for welcoming and registration of CHCC courteously;
3. Assists with the organization of CHCC training and CHCC staff & volunteers well-being events, like lunches, parties, social functions (birthdays, staff outings).
4. Has the delegated responsibility for procurement of office equipment and other work related supplies (RTKs, medical supplies, condoms, lubricants, IEC materials, etc) required to run day-to-day operations & office maintenance.
5. Administer all documentation required for the Health Care programs such as the Client's risk assessment forms, set up a computer log that captures and collate all the data, and provide monthly reports based on these data.

Performs all other duties & tasks pertinent to the position, as required by the organization &/ or as assigned by the Management from time to time.

PERSONAL COMPETENCE & QUALIFICATIONS

The CHCC VCT Coordinator should have the following competencies & qualifications:

- Good interpersonal skills, mature and professional attitude
- Capable of multi-tasking, open to learning and working under pressure
- Attentive to details, organized and with self-initiative
- Basic knowledge and/or experience in counselling and/or medical procedures (such as collecting specimen and performing HIV or STI rapid testing and pre & post-test counseling).*
- Open-minded, enthusiastic and committed to PT Foundation's mission and values
- Open and sociable in working with staff and volunteers
- Be able to process data analysis (at an intermediate level)
- Good knowledge of standard software packages
- Must be a Malaysia national - excellent spoken and written Bahasa Malaysia and English
- Flexible working hours if necessary

**these areas can be developed through learning and coaching by the CHCC manager and counseling team.*

Signed by Job Holder		Signed by Supervisor	
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