

## Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency  
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Website: [www.srha.gov.jm](http://www.srha.gov.jm)

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position in the **ST. ELIZABETH HEALTH SERVICES**:

### **PARISH HEALTH EDUCATION OFFICER (HPC/HPE 2)- VACANT**

(Salary range \$3,759,184 - \$4,468,488 per annum and any allowance (s) attached to the post)

Under the general management of the Medical Officer (Health) for the Health Services and the technical direction of the Regional Health Promotion/Education Officer, the Health Promotion and Health Education Officer is responsible for organizing, co-ordinating, planning, implementing and evaluating Health Promotion/Education Programmes in the parish.

#### **Qualifications & Experience:**

- A Bachelor Degree from a recognized tertiary institution offering preparation in Health Education or social / behavioural sciences.
- Any equivalent combination of education and experience
- Certificate/training in Supervisory Management
- At least four (4) years working experience at a supervisory level.

#### **Required Knowledge and Skills:**

- Excellent oral and written communication skills
- Well developed planning, organizing and decision making skills
- A thorough knowledge of the practice, principles and approaches of health promotion and health education
- Ability to organize and coordinate training and other health promotion and education programmes
- Knowledge of proposal writing techniques and budgeting
- Thorough knowledge of qualitative and quantitative research methods
- A sound knowledge of the behavioural sciences
- The application of social marketing techniques in the development of health education materials and implementation of intervention strategies for various target audiences
- Hands on experience in the use of computer applications especially Microsoft Word, PowerPoint and Excel
- Proactive work attitude, good interpersonal relations and problem solving skills

#### **Key Responsibilities:**

##### **SUPERVISION**

- Supervising Assistant Health Promotion/Education Officer, Health Promotion Community Peer Educators and volunteers assigned to the Health Promotion Unit.
- Monitoring Health Promotion/Education programmes and activities in the Health Services, and with other stakeholders.

## **TRAINING**

- Identifying training needs in relation to the groups identified in the items below:
- Planning, implementing, coordinating and evaluating training programmes for:
  - Health Staff
  - Other Government Agencies
  - Non-government Agencies
  - Private Sector
  - Community Leaders
  - Faith-Based Organizations
  - Trainer of trainers who will help to disseminate health messages through planned programmes.
- Facilitating the orientation of Student Nurses, Midwives, Community Health Aides, and other health workers.
- Facilitating the field experience of students from tertiary, vocational and other institutions.

## **RESEARCH AND PROGRAMME DEVELOPMENT**

- Designing and conducting surveys to determine health education needs and identify factors which impact healthy behaviours.
- Collating and analyzing findings of surveys, community profiles and community needs assessment,
- Designing appropriate Health Education Programmes to address needs and make recommendations regarding findings to Medical Officer (Health), Regional Health Promotion/Education Officer, health staff and other stakeholders.
- Utilizing various qualitative and quantitative methods to guide implementation and evaluation programmes critically.
- Utilizing epidemiological data to design surveys and programmes.
- Designing community programmes and plan strategic interventions in collaboration with other stakeholders.

## **CONSULTATION**

- Providing consultation to health and other disciplines at varying levels including international agencies.
- Consulting with personnel of other agencies and ministries to identify areas for health promotion/ education input and facilitates implementation of intervention programmes.

## **ADVOCACY**

- Developing partnership with other agencies (local and international) and community groups and advocate for programmes to address needs, rights, and responsibilities.
- Promoting priority programmes of the Ministry of Health and Health Services with Health Staff and community.
- Cultivating and maintaining relationships with external stakeholders and partners.
- Advocating for policies to support programmes and influence health outcomes.

## **ADMINISTRATION**

- Managing and administering the Health Promotion/Education Unit and programmes of the Parish Health Department.
- Maintaining inventory of: Health promotion/education equipment and stock of visuals of information, education and communication (IEC) material for distribution to other health workers and the general public.
- Collecting and collating proposals, workplans and reports.
- Facilitating capacity building and motivation of supervisees.

- Convening regular monthly and other meetings as deemed appropriate.
- Preparing programme budget, travelling and other claims and submit to Medical Officer (Health).
- Preparing of monthly, quarterly, annual and special reports as required.
- Certifying travelling and other claims of supervisees.

Applications along with resume should be sent no later than **Monday, April 15, 2024** to:

The Senior Human Resource Officer  
St. Elizabeth Health Department  
1 Brigade Street  
Black River, St. Elizabeth  
*E-Mail* - [sehdpersonneldept@gmail.com](mailto:sehdpersonneldept@gmail.com)

**NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.**