

**Lady Health Visitor**

<b>1. Job Environment</b>	
<b>Position Information:</b>	<b>Reporting Lines:</b>
<b>Department/Division:</b> Program Implementation	<b>Report To:</b> Doctor

<b>2. Job Objective</b>
Provide medical/counseling services to the clients / patients.

<b>3. Functions of the Position</b>
<ol style="list-style-type: none"> <li>1. Assist the doctor in conducting medical camps</li> <li>2. Provide sexual and reproductive health and family planning/contraceptive services.</li> <li>3. Create awareness about sexual and reproductive health and family planning/contraceptive services while administering services to the communities</li> <li>4. Advise mothers on immunization of children and refer them to the nearest EPI center</li> <li>5. Provide ante natal and post natal care as well as family planning counseling to pregnant and post-partum women.</li> <li>6. Ensure the proper settings and maintenance of the equipment's in medical camps.</li> <li>7. Maintain and update records of the patients and compile reports on the prescribed formats/registers provided by FPAP</li> <li>8. Perform additional assignments and responsibilities as assigned by supervisor.</li> </ol>

<b>4. Interaction</b>	
<b>Within the organization</b>	<b>Outside the organization</b>
Regional Staff Field Staff	Community Line Departments Partner organizations Market Based Other NGO

<b>5. Competencies</b>		
<b><u>Interpersonal Skill</u></b> Speaking Active Listening Reporting Counseling	<b><u>Management Skills</u></b> Motivating Others Record Keeping Coordination Monitoring	<b><u>Technical Skills</u></b> Service Orientation Problem Sensitivity Critical Thinking Social Perceptiveness

<b>6. Desired Profile of Incumbent Person Specification</b>	
<b>1. Education/Qualification:</b>	<b>2. Work Experience &amp; Traits:</b>
FA Diploma in LHV	2 to 3 years' relevant experience with valid PMDC registration