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| **Lady Health Visitor** | |
| **1. Job Environment** | |
| **Position Information:** | **Reporting Lines:** |
| **Department/Division:**  Program Implementation | **Report To:**  Doctor |

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| **2. Job Objective** |
| Provide medical/counseling services to the clients / patients. |

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| **3.Functions of the Position** |
| 1. Assist the doctor in conducting medical camps 2. Provide sexual and reproductive health and family planning/contraceptive services. 3. Create awareness about sexual and reproductive health and family planning/contraceptive services while administering services to the communities 4. Advise mothers on immunization of children and refer them to the nearest EPI center 5. Provide ante natal and post natal care as well as family planning counseling to pregnant and post-partum women. 6. Ensure the proper settings and maintenance of the equipment’s in medical camps. 7. Maintain and update records of the patients and compile reports on the prescribed formats/registers provided by FPAP 8. Perform additional assignments and responsibilities as assigned by supervisor. |

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| **4. Interaction** | |
| **Within the organization** | **Outside the organization** |
| Regional Staff  Flied Staff | Community  Line Departments  Partner organizations  Market Based Other NGO |

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| **5. Competencies** | | |
| **Interpersonal Skill**  Speaking  Active Listening  Reporting  Counseling | **Management Skills**  Motivating Others  Record Keeping Coordination  Monitoring | **Technical Skills**  Service Orientation  Problem Sensitivity  Critical Thinking  Social Perceptiveness |

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| **6.Desired Profile of Incumbent Person Specification** | |
| **1.Education/Qualification:** | **2.Work Experience & Traits:** |
| FA  Diploma in LHV | 2 to 3 years’ relevant experience with valid PMDC registration |