

## Terms of Reference

<b>Position Title</b>	<b><i>Health Assistant</i></b>
<b>No. of Position</b>	<b><i>One (1)</i></b>
<b>Duration of Employment</b>	Initially one-year contract with the possibility of extension based on performance excellence
<b>Type of Contract</b>	Fixed Term Contract
<b>Working nature</b>	Full-time assignment
<b>Project</b>	Strengthening Primary Health Care and Referral System for Prevention and Management of NCDs Including Neuro-developmental Disorders among Children and Adolescents in Nepal
<b>Duty station</b>	District Health Service Office, Dailekh
<b>Compliance</b>	All the employees contracted by KIOCH must comply with Child Protection, Protection from Sexual Exploitation and Abuse (PSEA), and all other organizational policies of KIOCH.

## Tasks and responsibilities

The main tasks & responsibilities of the Program Health Assistant will include the following:

- Screen patients and channelize to PEN-Plus clinic
- Provide basic clinical care to the patients on PEN-Plus-related health issues
- Provide initial basics management and assist in diagnostic procedures.
- Continue care of the referred back cases.
- Ensure proper recording of patient data and support the Field Officer in maintaining the records.
- Provide counseling, education, about NCDs to the patients.

## Minimum Qualification

H.A. course from a recognized Institution and he/she should be registered in Nepal Health Professional Council (NHPC). Preferably with 1 year of experience and with PEN training.