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Introduction:

Community Organization for Peer Educators (COPE) is a legal registered National Non-Governmental Organization (NNGO). COPE registered Number with RRC include 935, and Unique Entity ID: FTCUGXN5A127. COPE HQ Office is located Opposite County Education department office plot No 53 Yambio, SSD with Field Office in Maridi. COPE in Partnership with Catholic Medical Mission Board (CMMB) is implementing South Sudan HIV/AIDS Reversal Project (SSHARP) in zone five of Western Equatoria State- South Sudan.

Job Description - Community Health Service Officer

Job Title:	Community Health Service Officer (CHSO)
Reports To (Title):	Community Team Lead (CTL)
Location	Maridi Hospital catchment area
Date:	27 th October to 3 rd Nov 2025.
Number	1

POSITION SUMMARY:

The Community Health Service Officer (CHSO) will coordinate community HIV activities with the facility team. This role involves providing daily technical support to COWs, directing community HIV service delivery, and offering onsite mentorship and monitoring of community HIV activities in areas surrounding supported facilities.

MAJOR ACCOUNTABILITIES:

Coordinate and Support the Continuum of HIV Care (LOE: 20%)

- Coordinate the community team’s activities with the facility team.
- Ensure completeness of data entry from the CHTL and resolve any data discrepancies.
- Ensure daily outcomes for community follow-ups, including index testing contacts, VL eligibility, missed appointments, treatment interruptions, community drug refills, high viral loads, and HIV-exposed infants.
- Attend and participate in facility-community coordination meetings.
- Regularly meet with COWs in assigned areas to evaluate monitoring processes using the TX-NEW and RTT monitoring tool and COW booklet, ensuring adherence to COW responsibilities.

Provide On-Site Mentorship to Community Outreach Workers (COW) (LOE: 30%)

- Develop and share a supervision and mentorship plan (including topics, job aids, and locations) for COWs.



- Provide routine training to COWs and community influencers on community HIV program interventions.
- Submit detailed supervision and mentorship reports to monitors at all levels.
- Spends most of their time in the field with the teams providing care, serving as a role model for high-quality community HIV team care.

Support Active HIV Case Finding and Management (LOE: 35%)

- Perform HIV testing for sexual contacts, biological children, and community members eligible under the community HIV program.
- Conduct routine HIV testing in the community with COWs, retest those who are positive, and initiate them on ART from the community or link them to the nearest ART health facility using standardized protocols.
- Perform VL and EID testing, sample packaging, and transportation to health facilities.
- Conduct community drug refills and create demand for PrEP services, screen for substantial risk, and refer eligible clients for PrEP services to the nearest health facility.
- Receive lists of clients who missed appointments, interrupted treatment, or have HVL, and re-engage them in treatment.
- Supervise COWs' tracking activities, including returning missed appointments, treatment interruptions, and HVL to the facility.
- Conduct community drug refills for clients or groups in the community and ensure proper documentation.
- Provide TB/HIV collaborative services, including screening, case identification, referral, and linkage to treatment.
- Conduct VL eligibility assessments, sample collection, preparation, and transportation to health facilities.
- Ensure quality of EAC sessions and proper documentation.
- Replenish HIVST kits, drug refills, and VL test kits for COWs.

Monitor and Supervise Community HIV-Related Activities (LOE: 10%)

- Ensure all data, particularly tracking outcomes, are entered into the database.
- Review data daily to ensure delivery of all requested services.
- Use performance data to provide weekly feedback to COWs and offer on-site mentorship.
- Ensure COWs engage community influencers in HIV care and treatment at the community level.
- Meet weekly with the CSO program manager to review Cows' performance.

Engage with Community Leaders and Stakeholders (LOE: 5%)

Engage health authorities, traditional leaders, and religious groups to enhance case finding, care, support, and re-engagement in care

Qualifications:

- Diploma Midwifery, Nursing or related clinical public health field.

Skills:

- Possesses HIV literacy (including HIV prevention, treatment, virologic suppression and treatment retention goals, among others).
- Good coordination and communication skills
- Good counseling skills



- Reading and writing in English
- Preferred knowledge of local dialect/Juba Arabic

Experience:

- Comprehensive understanding of HIV literacy
- Minimum 1 year of experience in HIV services at facility and/or community level.
- Comprehensive knowledge and skill in VL and EID sample collection in the Community.
- Comprehensive knowledge & skills in infants and Pregnant Breastfeeding Women (PBFW) Care & Treatment Cascade.

NB: All applications should be submitted electronically to hrcope18@gmail.com and copy APZema@cmmb.org Or drop hard copy at COPE Maridi field office.

