

# COMMUNITY HEALTH WORKER (CHW) SUPERVISOR JOB DESCRIPTION AND RECRUITMENT POSTING TEMPLATE

## MAIN RESPONSIBILITY:

Supervise the activities of community health workers (CHWs) and provide them with adequate coaching and support to ensure the quality of their work and the accuracy of their monthly reports.

## MAIN DUTIES:

1. Provides overall supervision of Mtoto Mwerevu's community-based activities in his/her catchment area.
2. Ensures high quality and timely implementation of community-based activities by the CHWs in his/her catchment area.
3. Builds and maintains strong cooperation with Ward Development Committees (WDCs) to keep them informed and actively involved in community health activities.
4. Builds and ensures strong partnership with health facilities in his/her catchment area.
5. Ensures safe and accurate use/storage of working kits/tools provided.

## PRINCIPAL TASKS:

1. Maps the location of all CHWs in catchment area and maintains a register to track those who have received training.
2. Establishes a monthly work plan and calendar of supervision activities and shares it with health facilities and the CHWs in his/her catchment area.
3. With CHW supervisor, introduces self to health facilities. Makes sure that health facilities have the name and mobile phone number for CHWs and supervisors to improve referral of patients for community-based support.
4. Conducts at least one supervision visit every day to observe, a visit to a community group, a home visit, or some other behaviour change activity.
5. Ensures supervision of each CHW under his/her responsibility every month.
6. During supervisory visits, supports CHWs to plan their monthly activities. This includes helping the CHW be a *connector*, an *advocate*, and a *change agent* by:
  - a. Identifying 1000 day households.
  - b. Identifying and working with community groups eager to promote good nutrition, Water, Sanitation, and Hygiene (WASH), Early Childhood Development (ECD), and agriculture.

c. Conducting home visits and follow up.

7. During supervisory visits, evaluates CHWs' performance, provides feedback, and agrees on recommendations to solve problems and improve CHW performance.
8. Attends WDC and health facility meetings in her/his catchment area whenever they happen.
9. Compiles monthly supervision forms at each supervision visit.
10. Collects monthly activity reports from each CHW under his/her responsibility every month.
11. Ensures quality review of the reports provided by CHWs.
12. Submits monthly reports to DNuOs, consolidating information from the monthly activity report compiled by all CHWs under his/her supervision.

## WORKING RULES:

- The supervisor will work 5 days out of 7 in the week.
- The supervisor shall maintain all working tools provided by the programme in good condition.
- The supervisor must adapt his or her schedule to the work plan of each CHW so that the supervisor can attend home visits, etc.
- Supervisors' absences must be approved by the Ward Executive Officer (WEO)/DNuO.
- In case of illness, the supervisor must produce a medical certificate.
- In case of noncompliance with these rules, the WEO/DNuO will ask the supervisor to give reasons in writing and warn her/him and if the problem persists, the WEO/DNuO may propose termination of the contract.



# TEMPLATE OF CHW SUPERVISOR RECRUITMENT POSTING

**POST:** Supervisor

**LOCATION:** Kagera, Mwanza, Kigoma, Shinyanga and Geita (at least 10 villages in his/her catchment area)

**DURATION:** One year (can be renewed based on performance)

**PROBATORY PERIOD:** 3 months

**MONTHLY ALLOWANCE:** 100,000 TZS / month, upon delivery of monthly report and supervision forms plus transport allowance of 80,000 TZS / month

**RESPONSIBLE FOR:** Supervising the work of 20 Community Health Workers (CHWs)

**RESPONSIBLE TO:** WEO/DNuO

**COORDINATING WITH:** Ward Development Councils (WDC), Health facilities, District Nutrition Officers

## **DESIRED QUALIFICATIONS:**

- Age: 18 or above.
- Education: Completed at least secondary school education, preferably completed form four (or at the very least, form two level of schooling).
- Working experience: At least 5 years of experience working as CHW and / or similar role working for community development, preferably in health and nutrition projects.
- Skills: Solid literacy and math; good sense of planning / organisation; good communication skills.
- Other: Availability and willingness to move / travel frequently in the catchment area.

## **IMPORTANT NOTES:**

- In those areas where no candidates match the requirements, DNuOs and regional staff from Mtoto Mwerevu, in collaboration with local government, will establish procedures for recruitment (such as written / oral tests, interviews, etc.).
- Working as Supervisor is a full time job. Candidates must be made aware of this, and agree to commit accordingly.
- Supervisors should be based at village / ward level.
- Supervisors cannot be selected among government employees, nor among health facility staff.
- In the village where he/she resides, the supervisor will not act as CHW. Therefore, in a given village, there will be 2 CHWs + the supervisor.
- Supervisors will be under the direct responsibility of WEOs / DNuOs; however, the government (health facilities and WDC in catchment areas) can provide feedback and support CHW supervisors.
- In case of low performance of the supervisor, the WEO, in communication with Mtoto Mwerevu regional staff, can remove him / her and work with the local government to select a new supervisor while keeping the government (health facilities, WDCs) informed.
- The DNuO / WEO should officially introduce selected supervisors to health facilities and WDCs.

