

## Job Description

<b>Job Title</b>	MCH Counsellor		
<b>Job Family</b>	Allied Health	<b>Job Code</b>	015.001
<b>Department</b>	Operations- Clinical	<b>Section</b>	Nursing
<b>Direct Supervisor</b>	Head Nurse	<b>Supervises</b>	

### Job Summary ( Role Purpose)

PHCC has a vision to be Qatar's primary health care provider of choice. PHCC's mission is to advance health and well-being through primary health care services which are comprehensive, integrated, person-centered and affordable.

The incumbent will be responsible to promote, maintain and improve health of individuals, couples and communities to adopt healthy behaviors related specifically to their reproductive health, maternal, paternal and child health needs. The position holder will deliver health promotional activities and education ensuring consistency of approach, applying current evidence based quality health advice and support, to meet the dynamic needs of a woman, her family members and as necessary the wider community throughout the continuum of pathways of care for Maternity and Child Health. The post holder will be responsible for lead and provide ongoing education, coordination and continuity of service across all Health centers in PHCC.

### Communication & Working Relationships

With	Type (Internal/External)
Women	External
Family members( Husband/ Children/Extended family/Guardian)	External
Community Leaders and community members	External
Maternity Units across Qatar (Hamad Corp x4 & Sidra)	External
The PHCC multidisciplinary Health Care professionals	Internal
MCH and Health promotion section leads within the PHCC (Service Development / Health Promotion)	Internal

### Key Accountabilities & Duties

Key Accountabilities	Key Duties
Professional expertise and care	Provide a high standard professional expertise and compassionate care through assessment, planning and delivery of care at different maternal health cycle (preconception, antenatal, postnatal and family planning), in addition to child health program developers at different health care settings either at health center or home care level
	To detect any deviation from normality and seek medical advice. To ensure appropriate referrals are made to hospitals for ongoing care for low and high risk pregnancies
	To cooperate and liaise with multi-disciplinary team to provide compassionate care and guidance to women, children and their families.
Record Keeping	Keep continuous and detailed records of care given to women, baby or child.

Health education across the spectrum of Maternity and Child Health	Co-ordinate health education programs with direction, consultation and guidance from MCH section of PHCC.
Education & counselling activities	Providing to individuals or groups information and counselling on proper lifestyle modifications physical and mental wellbeing and any other related information.
	Educate women on an individual basis and in groups (and separate sessions to couples) regarding all relevant aspects of emotional and social wellbeing during pregnancy, till postnatal period and breastfeeding. Also, provide education regarding future birth spacing based on individual reproductive health plan pre-conception counseling and any other related information.
	Educate women and family members regarding aspects of newborn, infant and young child care, including importance of breastfeeding, options for infant feeding, baby safety, basics of child care, developmental stages, vaccinations, weaning, exercise and any other related information
	Signposting and raising awareness for all aspects of woman and child health screening activities in Qatar
Advocate for trust and confidence	Ensure client confidentiality is upheld at all times. Appropriate use of professional and confidential methods of internal and external referral to another health care team member as necessary.
Promote and foster a shared understanding of the influence community members in the promotion of healthy lifestyle for families and community members	Ensure that all MCH related health promotion activities are widely understood and advocated by individuals and communities to ensure far reaching consequence and positive outcomes for our current and future generations.
Patient Safety Commitment	Demonstrate proactive approach to patient safety by thinking what might go wrong in all the undertakings and take necessary measures to prevent them from happening.
	Identify and report potential or actual patient safety concerns, errors and/or near misses in timely manner.
	Follow patient safety-related policies, procedures and protocols.
	Demonstrate a sense of team work and effective communication.
	Partner with line manager to understand risks in area of work, develop a plan on how to mitigate those risks, and develop shared accountability for implementing and evaluating the plan.
	Understand patient safety and ensure it is part of the care delivery.
Other Duties	Encourage patients to actively participate in their own care process.
	The incumbent will undertake any such related duties or responsibilities as directed.
Confidentiality of Information	Ensure high standards of confidentiality to safeguard any sensitive information.

Minimum Job Requirements	
<b>Education Requirements</b>	Bachelor's degree in Nursing with Midwifery, or Midwifery
<b>Certification, license or training Requirements</b>	Registered Nurse/ Midwife or Registered Midwife
<b>Experience &amp; Knowledge</b>	At least 5 years' experience working with in Maternity setting (all maternity settings desirable, however Antenatal and postnatal experience is essential), Neonatal /Paediatric setting an advantage. Confidence and ability to mentor other staff as necessary
<b>Skills Requirements</b>	<ul style="list-style-type: none"> <li>Fluent Arabic &amp; English speaking skills - essential</li> <li>Confidence to communicate effectively and teach</li> </ul>

	<p>in 'one to one' or in small or large group settings – essential</p> <ul style="list-style-type: none"> <li>• Strong advocate for Breastfeeding with good knowledge of the Baby Friendly Initiative - essential</li> <li>• Proficient user of IT - essential</li> <li>• Working knowledge of the principles of adult education – desirable</li> <li>• Counselling skills in addition to those attained through midwifery training – desirable</li> </ul>
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Technical & Core Competencies*		
	Competency	Level
Core Competencies	Communication skills	5
	Teamwork	4
	Time Management	3
	Responsibility for Patient/Client Care	4
	Emotional Effort	5
Technical Competencies	Clinical Assessment	3
	Infection Prevention and Control	2
	Medication awareness/ contraindications and administration	3
	Counselling skills	5
	Health promotion and education	5

\* The core competencies are set on a point scale of 1 to 5 with “1” being the lowest proficiency level and “5” being the highest. The technical competencies are set on a point scale of 1 to 3 with “1” being the lowest proficiency level and “3” being the highest.

Working Environment & Conditions	
Activity / Conditions/ Risk	Description
Working Hours	PHCC employees are mandated to work as per their work schedule and report to the office on time
Location	Employee will be working from Health Center and may be expected to perform site visits as a part of service delivery.

*The document provides duties and responsibilities of this position as per the current Organizational Structure and Objectives. The roles and responsibilities are subject to change as per PHCC Management discretion.*