

Community Coordinator TORs

Job Title	Community Coordinator
Location	Khawaja Sira Society
Accountability	Programme Manager
Commitment	Full time
Working Hours	Full –time (working hours to be determined on site)

Job Summary

To coordinate effective health outreach programmes for Transgender/Hijra & males who have sex with males as designated by the Programme Manager, and managing a team of field workers.

Preferred Qualifications

1. Should have at least two year paid/or unpaid experience of working with Transgender/Hijra, in particular feminized Transgender/Hijra, on health, along with the knowledge and understanding of the frameworks of Transgender/Hijras activities in the local context.
2. Should be educated to intermediate level, and be able to work in English as well as the local language.
3. Should be able to demonstrate a knowledge and understanding of Hepatitis/HIV/AIDS issues as they relate to Transgender/Hijra.
4. Should be able to demonstrate staff management skills.
5. Should have knowledge of computers and Microsoft Office systems as well as be able to write reports, have training skills regarding out-reach work and to be able to make public presentations.
6. Must be able to work as part of a team as well as individually.
7. Must be able to provide own administration support.
8. Must demonstrate an awareness and ability to integrate issues in relation to Equal Opportunities.
9. Must have an awareness and exhibit sensitivity to the different religious, class, caste and gender groups.
10. Must be willing to learn.
11. Must be Transgender/Hijra.

KSS retains the right to require an employee to contribute to project activities not specifically mentioned above and to request an employee's participation in cross-training in other departments as a form of advancement and personal development.

Responsibilities

1. To coordinate outreach/field activities amongst Transgender/Hijra towards promoting health and access to the Project's services, with a primary focus on Transgender/Hijra.
2. To manage and coordinate a number of field workers and site buddies who will implement the various Hepatitis prevention strategies amongst the differing networks and sites of Transgender/Hijra, in particular amongst the self-identified Transgender/Hijra.
3. To conduct continuous action-based research, identifying the various networks and range of sexual behaviors within those networks as well as identify the specific needs of Transgender/Hijra with regard to the psycho-social-health aspects of their lives.
4. In conjunction with the Programme Manager, to work towards ensuring that Transgender/Hijra have access to appropriate health services, information and products, such as Hapatitis testing and treatment, counseling and work closely with other programmes of the agency towards ensuring the provision of appropriate health services for Transgender/Hijra.
5. To work with other agency staff in developing appropriate educational and prevention resources for Transgender/Hijra , using appropriate imagery and terminology.
8. To provide regular monitoring and evaluation reports on the fieldwork being done, including field worker assessments.
9. To abide by all the policies and guidelines of Project and to actively promote anti-discriminatory practice in the work.
10. Any other reasonable duties as required by the Programme Manager.