

## JOB DESCRIPTION

**Position:**

**Vision screening Co-ordinator**

**Reports To:**

Eye Screening Manager

*Direct Reports:*

**Liaises With:** Stakeholders, Partners, Community Leaders, Patients, all CVRS employees.

**Job Summary:** Designs and implements vision screening programme plans, for example, Vision Screening & Outreach Programme (VSOP) and Sponsorship acquisition. Key functions include setting program objectives, coordinating service delivery that promotes relationship building and a high quality of eyecare service.

Works together with the Optical, CESU and Surgical Services departments to conduct; vision screenings for schools, corporations and communities and outreach clinics throughout the country.

**A) Main Duties & Responsibilities:**

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| 1. | <p>Programme Management</p> <ul style="list-style-type: none"> <li>• Planning the vision and corporate screenings including developing a calendar of events to reach screening targets per month.</li> <li>• Investigating vision screening needs, analyzing data, and prioritizing target organizations, schools and communities.</li> <li>• Identifying and communicating with potential clients to facilitate the development of the outreach programme.</li> <li>• Assessing the effectiveness of outreach programme implementation.</li> <li>• Setting up meetings and liaising with government and non-government organization, public and private companies and schools to conduct screenings events.</li> <li>• Providing accurate and reliable communications and feedback to partners, sponsors and organizations on a monthly basis.</li> <li>• Preparing monthly program status reports for submission and review by management team.</li> <li>• Creating and maintain database of programme details for quick reference</li> <li>• Ensuring patient follow-up as necessary.</li> </ul> |
| 2. | <p>Sponsorship Management</p> <ul style="list-style-type: none"> <li>• Planning and executing a Sponsorship programme.</li> <li>• Identifying and communicating with potential sponsors.</li> <li>• Selling the benefits of the outreach programme to potential sponsors.</li> <li>• Managing sponsors contracts.</li> </ul>  |

**B) Technical Knowledge & Competencies:**

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| 1. | A first degree in Social Sciences or equivalent qualifications. |
| 2. | Strong written and verbal communications skills.                |

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| 3. | Experience in programme management/coordination will be an asset.                              |
| 4. | Ownership of a reliable vehicle as travelling to different locations is required.              |
| 5. | Able to use computers including regular use of Microsoft Software particularly Word and Excel. |
| 6. | Ability to work on Sundays and Public Holidays when required.                                  |

**C) Qualities of the Individual:**

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| 1. | Ability to take accurate and transcribable notes. |
| 2. | Ability to produce valid typed reports.           |
| 3. | Ability to work long hours and meet deadlines.    |
| 4. | Ability to adhere to professional conduct.        |