



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Infant and Young Child Feeding Coordinator
JOB GRADE:
DEPARTMENT: Health Promotion and Protection
UNIT: Nutrition Unit
REPORTS TO: Director, Nutrition
MANAGES: All aspects of BFHI and Infant and Young Child Feeding Programme

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

To coordinate and monitor development and strengthening of infant and young child feeding programme as well as monitoring the implementation of the Baby-Friendly Hospital Initiative islandwide

KEY OUTPUTS

1. Policy developed
2. Training coordinated
3. Educational material developed
4. Promote nutrition

KEY RESPONSIBILITY AREAS

Breast Feeding - Parish level

1. Supervise the establishment of Breastfeeding Clinics and execution of needs assessments for each health centre
2. Develop and monitor implementation of policy for Infant and Young Child Feeding
3. Train health workers to operate Breastfeeding clinics
4. Coordinate training for Baby Friendly Hospital Initiative
5. Coordinate training for Breastfeeding Support Group volunteers in all parishes
6. Coordinate training in Infant and Young Child Feeding principles and practices across all sectors
7. Coordinate training for Infant and Young Child Feeding components in CHA Home-visiting Programme
8. Coordinate training for EC practitioners (i.e. Day Care Centre/Nursery & Basic School staff)
9. Coordinate community mobilization sessions (Breastfeeding and Infant and Young Child Feeding promotion for doctors via Professional Associations, collaboration with Ministry of Labour re policies and breastfeeding support in workplaces).

10. Develop and/or supervise material development and production, as indicated below:
 - Posters
 - Job aides
 - Drama-based video (drawing from evaluation data)
 - Supervision checklist
 - Brochure for parents
 - Brochure for EC practitioners
11. Identify resources needed for programme (i.e. TV/VCRs, fridges, couches, filing cabinets, fans, garbage bins, photocopiers, flip charts for BF clinics, incentives for volunteers) as needed.
12. Support evaluation processes.

Breast Feeding - National Level

13. Coordinate Infant and Young Child Feeding Committee
14. Coordinate sensitization sessions on The National Infant Feeding Policy and Strategic Plan for Breast Feeding
15. Co-ordinate Baby-Friendly hospital initiative (BFHI) in hospitals
16. Coordinate training in Infant and Young Child feeding training including training for BF Support Groups
17. Coordinate Breast feeding Week Activities
18. Collaborate with the Health Promotion and Education Unit to develop educational material including the drafting of messages for mass media public education and information campaign

Infant and young child feeding activities

19. Revise and develop educational material for complementary and young child feeding
20. Coordinate Nutrition Education programmes for caregivers in Children's Home, Health Staff and Early Childhood Institution Practitioners in collaboration with the Child Development Agency
21. Promote adequate nutrition in all settings where the Infant and Young Child are facilitated

22. Any other related activities assigned by the Director, Nutrition

PERFORMANCE STANDARDS

1. Programmes for Infant and Young Child feeding developed and implemented
2. Baby-friendly Hospital Initiative (BFHI) co-ordinated in hospitals
3. Training programmes coordinated and implemented
4. Nutrition education materials developed and distributed

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level s
Knowledge of National Health Policy	
Knowledge of Dietetics and Nutritional Practices	
Knowledge of Nutrition programme development, implementation and assessment	
Knowledge of availability of Food Supplements and the relative value of each	
Knowledge of sanitary standards	
Indepth knowledge of Baby-Friendly Hospital Initiative	
Indepth knowledge of infant and Young Child Feeding Principles and Practices	

Core Competencies	Level s
Oral communication skills	
Written communication skills	
Leadership	
Planning and organizing skills	
Problem Solving and Decision Making	
Interpersonal skills	
Initiative	
People Management	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelors Degree in Nutrition, Dietetics or Equivalent
- Masters Degree in Nutrition or Dietetics or Health related field preferably Public Health/Health Promotion/Education
- Be registered with the Council for Professions Supplementary to Medicine or relevant Council
- A minimum of five (5) years experience in nutrition related field
- Training in WHO/UNICEF Infant and Young Child Feeding Courses
- Any equivalent combination of education and experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to travel
- May be required to work beyond the normal working hours

AUTHORITY

- To advise on technical issues and provide support on matters relating to Nutrition of infant/young child
- To develop norms and standards in Breastfeeding For Regional Health Authorities to guide programme development
- Determine priorities on infant/young child feeding and nutrition and recommend policy to be implemented