**Non- Standard JOB DESCRIPTION**

**FIELD OFFICER**

**MENTAL HEALTH UNIT**

**MINISTRY OF HEALTH**

**POSITION: Field Officer**

**REPORTS TO:** The Manager, Mental Health

**JOB SUMMARY:** To provide assistance to the Manager, Mental Health in the organization

 and execution of programmes of research

**Duties and Responsibilities**

* Collects information related to fields of study from published and unpublished sources.
* Conducts surveys on subjects related to the field of mental health.
* Assists with estimates of future needs for services and presents facts significant to the formulation of future manpower planning and service needs.
* Conducts field visits to RHAs to collect data on mental health.
* Assists in organizing and executing programmes of research for use as inputs into mental health studies.
* Assists in the co-ordinating, planning and administration of project activities.
* Assists in co-ordinating the dissemination of published materials resulting from special initiatives.
* Engages in field work for current mental health needs assessment at the primary level.
* Performs any other related duties that may be assigned.

**Knowledge, Skills and Abilities**

* Working knowledge of Mental Health Legislation and Health Information.
* Proficiency in establishing and maintaining effective working relationships with other team members and the public.
* Ability to pay attention to detail and think critically;
* Effective planning and organizational skills;
* Experience in the use of statistical software such as –SPSS, EPI Info.
* Proficiency in using Microsoft Office Suite of Tools

**Minimum Qualifications and Experience**

* An Associate Degree in Social Work from an accredited University.
* A minimum of four (4) years’ working experience in research and training in Sociology, Economics, and/ or Statistics;
* Or an equivalent combination of education and experience