



International Federation of Red Cross and Red Crescent Societies  
Fédération internationale des Sociétés de la Croix-Rouge et du Croissant-Rouge  
Federación Internacional de Sociedades de la Cruz Roja y de la Media Luna Roja  
الاتحاد الدولي لجمعيات الصليب الأحمر والهلال الأحمر

*The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian organization, with 190 member National Societies. As part of the International Red Cross and Red Crescent Movement, our work is guided by seven fundamental principles; humanity, impartiality, neutrality, independence, voluntary service, unity and universality.*

**Title: Nurse Supervisor- Multiple Positions**

**Location: Attica and Northern Greece**

**Type of Contract: Fixed Term**

**Application Deadline: 4 July 2016**

**Due to the nature of the operations, Applications will be processed as they come and the position maybe filled before the above deadline.**

**General:**

- In response to the population movement crisis in Greece, Red Cross Movement partners are providing health services to meet the needs of migrant populations in addition to supporting hygiene and sanitation issues and the distribution of relief items.
- Red Cross Health centres provide basic health care to all ages with an additional focus on maternal and child health and care provisions for chronic diseases.
- Care delivered in the centre is standardised according to treatment protocols and a standard drug list. Acute referrals are facilitated via the local ambulance service and chronic referrals via the ministry of health and Red Cross where possible.
- The Health Centre Nurse Supervisor will be responsible for the day to day function of the health centre and will work in collaboration with other health centre staff and volunteers, local health authorities and affected communities as part of a team within the mandate of the Hellenic Red Cross and International Federation of the Red Cross and Red Crescent Societies (IFRC).

**ROLE PURPOSE:**

- To organise and ensure smooth function of the day to day activities in the health centre
- To provide and implement outpatient nursing related activities for patients in the Red Cross Health Centre in order to provide efficiency, quality and continuity of prescribed care.
- To support all nursing activities within the Red Cross clinic and in conjunction with Red cross health professional team members and other local health authorities.

The Activities Include but are not exhaustive of:

- Outpatient nursing care
  - Ante-natal care (incl. uncomplicated pregnancy)
  - Post-natal care
  - Support to Safe Motherhood and breastfeeding initiatives
  - Immunisation of mother and child
  - Paediatric care
  - Family planning
  - Nutritional surveillance
  - Participate in mobile clinic services as required.
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- Support referrals from the out-patient department or other clinics
  - Conduct stock count and be responsible for timely stock ordering and management
  - Ensure all administrative procedures, electronic data systems and documents (patient's card and registration book, discharge paper, transfer paper, etc.) are used correctly, kept up to date and meet local medico-legal requirements.
  - Ensure that national standards of nursing are maintained and ensure all staff adhere to aseptic practice, hygiene standards and universal precautions.
  - Report to the line manager on any relevant information linked to nursing activities.
  - Provide culturally appropriate explanations, via interpreters if required, about the treatment provided, ensuring the patient and/or his/her family are fully informed.
  - Support the capacity of the National Society and develop clinical skills where possible.
  - Ensure professional confidentiality is respected.
  - Provide Health education to the patients visiting a clinic, and support the health education activities within the camp.

#### **Scope of the Role:**

- The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.
- Actively work towards the achievement of the goals of the organization.
- Abide by and work in accordance with the Red Cross/Red Crescent principles.
- Contribute to a positive team environment and service excellence to meet the needs of beneficiaries.
- The Health Centre Nurse Supervisor will be hired by the IFRC and seconded to the Hellenic Red Cross.

#### **Application Forms**

Interested candidates should send **English CV and Cover letter** to the following e-mail address: [hr.greece@ifrc.org](mailto:hr.greece@ifrc.org) Please mention the Position Title in the subject of the e-mail.

**Only candidates who have valid work permits will be shortlisted; if they fit the other criteria.** **All CVs will be treated with strict confidentiality**