Job Description :: Nursing Team Leader

About Ekisa: Ekisa Ministries is a Christian ministry, registered as a U.S. 501(c)(3) and as a Ugandan NGO, serving children with special needs and disabilities and their families in Jinja, Uganda. Our work happens through three main programs:

- **Residential Care:** A home for children with special needs and disabilities who are not currently able to live with their families. Led by the Child Development Director, the residential team provides around-the-clock care, with a nurse on duty at all times.
- **Community Care:** Support for children with special needs and disabilities who live at home with their families. Social workers, therapists and field nurses walk alongside parents, helping them care for their child and access the services they need.
- **Ekisa Academy:** A school for children with special needs and disabilities, offering education and support tailored to each child's abilities and needs.

Primary purpose and function: Lead Ekisa's Nursing Department and oversee the medical care and health of the children in Ekisa's Residential Care Program (21 children) and Community Care Program (120 children). The Nursing Team Leader brings medical expertise and strong leadership to the nursing team, works closely with program leaders and social workers, and helps promote health, prevent disease, and ease anxiety for children and their families. They also build a healthy team culture in line with Ekisa's core values and team values.

Reports directly to :: Director of Programs **Classification of personnel ::** Full-time

Oversees :: 6 nurses (4 focusing on residential care and 2 field nurses)

Reporting Relationships: Community Care Director, Child Development Director, E.A. Director

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Duties and responsibilities:

Leading the Nursing Department:

- Lead the Nursing Department and build a healthy working culture in line with Ekisa's core values and team values
- Supervise and support the residential day and night nurses and the community field nurses
- Hold regular nursing team meetings to resolve issues and strengthen communication between the day, night and field nurses
- Hire and evaluate nursing staff, and confirm that every nurse's license is current
- Create and manage the nursing schedule so that at least one nurse is always on duty, including annual leave and temporary cover
- Coach and train nursing staff, identify training needs, and encourage professional growth
- Make sure nursing care follows Ugandan nursing regulations and stays within each nurse's scope of practice
- Bring major medical decisions to the relevant management teams and managers so that they are made as a group

Residential Care Program:

- Work closely with the Child Development Director, who leads the Residential Care Program, keeping a healthy working relationship and clear, regular communication about each child's health and care
    - Oversee the medical care and health of every child living at Ekisa, always putting each child's best interest first
    - Coordinate doctor visits, hospital appointments, and specialist care
    - Ensure quality care by overseeing the assessment and interpretation of medical investigations, carried out by qualified, licensed staff and physicians
    - Oversee treatment, making sure treatment plans are set by qualified, licensed physicians or prescribers and followed by the nursing staff
    - Respond to medical emergencies and be on call to support both day and night nursing staff
- Make sure nursing protocols, policies, and standards of care are followed, and review and update them as needed
- Keep accurate records of each child's health in the appropriate locations
- Oversee medication and medical supplies inventory and ordering
- Oversee the systems for giving daily and short-term medications to the children living at Ekisa

Community Care Program:

- Oversee the medical conditions and treatments of children enrolled in the Community Care Program
    - Obtain medical records and treatment details from parents, and enter them into Ekisa's online database
    - Help refer children to the right doctors, clinics, and specialists
    - Oversee field nurse visits, including visits to children in hospital when Ekisa's assistance is needed
- Help parents understand their child's medical condition and how to navigate medical services
- Plan and lead medical trainings for families and staff
- Make sure field nurses and social workers communicate clearly and regularly about each child's case
- Work with the Social Work and Therapy Departments to advise on health issues and treatments
- Oversee the distribution of medications to families when necessary
- Liaise with partner clinics (10) that clients visit, review treatment notes and billing, and make sure invoices are accurate and paid.
- Use data to measure the impact of our programs

General:

- Take part in the Ekisa leadership team
- Protect the confidentiality of children, families and Ekisa's operations
- Maintain a safe and clean working environment by following procedures and regulations
- Keep professional and technical knowledge current through workshops, professional publications and networks

- Model exemplary conduct in both professional and private life, in line with Ekisa's code of conduct
- Be able to drive in Uganda

Necessary Skills ::

- Effective leadership of clinical teams, with the confidence to guide nurses as a respected colleague
- Strong administrative and organizational skills
- Clear communication and conflict-resolution skills
- Ability to explain medical information simply and clearly to parents, caregivers, and non-medical staff
- Ability to build strong working relationships across departments
- Ability to work in a cross-cultural setting
- Temperament suited to working with children with special needs and disabilities
- Ability to respond and help during emergencies
- Critical thinking and problem-solving skills that reach beyond medical decisions to people, programs and policies
- Computer skills, including Microsoft Office and Google Drive

Minimum requirements ::

- A diploma or degree in nursing, or a professional qualification in a related medical field such as clinical officer, pharmacy, or public health
- Current registration and practicing license in good standing with the relevant Ugandan professional council
- Previous experience supervising or leading a medical team
- Shows the qualities of an ideal team player: humble, hungry, and people smart