

**Notification:**

Association for Welfare Active Rural Development (AWARD)

Dr.No-6-341, Kakateeya Nagar, Martur-523301, Bapatla district, A.P

**Important Dates:**

**Notification date: 02-03-2025**

**Last date : 13-03-2025**

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**REQUIREMENT OF STAFF FOR SBI SANJEEVANI-CLINIC ON WHEELS PROJECT TO WORK AT YADGIR AND RAICHUR DISTRICTS OF KARNATAKA.**

Applications are invited from suitable Candidates for the following posts.

Sl.No	Name of the post	Number of posts	Salary/Remuneration in Rs.	Remarks
1.	Program Coordinator	2	35000.00	1 post for Raichur and another 1 post for Yadgir districts.
2.	Medical Officer	2	80000.00	
3.	Nurse	2	20000.00	
4.	Lab Technician	2	22000.00	
5.	Pharmacist	2	22000.00	
6.	Mobile Medical Unit Operator / Driver	2	18000.00	

**Contract period- 1 year (1-04-2025 to 31-03-2026) further extension will be done subject to the programme extension.**

**POST WISE JOB DESCRIPTIONS:****1. Program Coordinator, Accounts & Liaisoning Officer**

**Location: Yadgir & Raichur, Karnataka**

**Reporting to: Project Director / Senior Management**

**Key Responsibilities:**

- Oversee the planning, implementation, and monitoring of the Mobile Medical Unit (MMU) project.
- Coordinate with doctors, pharmacists, and support staff to ensure efficient healthcare delivery.

- Facilitate doorstep healthcare services, ensuring quality treatment, lab tests, and free medicines.
- Minimize travel time and transportation challenges for patients by optimizing the MMU schedule.
- Address shortages of medical professionals by ensuring timely visits to villages.
- Promote early treatment of chronic diseases and reduce healthcare costs for rural populations.

#### **Project Planning & Implementation:**

- Develop and oversee the execution of the project implementation plan, ensuring alignment with the objectives.
- Coordinate with the local health department to obtain necessary approvals.
- Monitor the setup of the project office and the procurement of medical vans and equipment.

#### **Operational Management:**

- Ensure the smooth functioning of Mobile Medical Units (MMUs) as per the scheduled (ATP)
- Oversee the recruitment, training, and deployment of the medical team.
- Manage the health profiling process and distribution of health cards to beneficiaries.

#### **Monitoring & Evaluation:**

- Track patient visits, maintain digital and physical health records, and ensure data accuracy.
- Conduct field visits to monitor OPD activities, referral follow-ups, and specialized health camps.
- Ensure proper documentation of healthcare services provided and assess impact.

#### **Community Engagement & Awareness:**

- Organize and facilitate health awareness sessions using audio-visual aids in the local language.
- Plan and execute Swachh Bharat Abhiyan and waste management initiatives quarterly.

#### **Reporting & Compliance:**

- Prepare periodic progress reports and submit consolidated documentation to funding agencies.
- Ensure adherence to project guidelines, timelines, and financial compliance.

#### **Stakeholder Coordination:**

- Liaise with local authorities, PHCs, UHCs, hospitals, NGOs, and CSR teams for smooth implementation.
- Build partnerships with relevant organizations for enhanced healthcare delivery.

#### **Financial Management & Accounting:**

- Maintain accurate financial records of project expenses and prepare monthly reports.
- Ensure timely disbursement of funds for procurement, staff salaries, and operational expenses.

- Oversee procurement and financial transactions, ensuring compliance with donor guidelines.

#### **Liaisoning & Compliance:**

- Act as the primary point of contact for coordination with government health departments.
- Facilitate approvals, licenses, and necessary documentation for smooth project operations.
- Ensure compliance with CSR funding requirements and submit financial statements as per guidelines.

#### **Vendor & Procurement Management:**

- Manage procurement of medical vans, equipment, and consumables in line with budget provisions.
- Coordinate with suppliers and service providers for branding, fabrication, and maintenance of medical units.

#### **Data Management & Reporting:**

- Assist in compiling financial data, health service utilization records, and other key indicators.
- Support the preparation of audit reports, donor reports, and final impact assessment documents.

#### **Administrative Support & Logistics:**

- Assist in office setup, asset management, and logistical support for medical teams.
- Ensure that all financial and administrative processes adhere to organizational policies

#### **Qualification and Experience:**

- Master's degree in Public Health, Social Work, Rural Development, or a related field.
- 5+ years of experience in program management, healthcare projects, or rural development initiatives.
- Strong leadership, stakeholder coordination, and project implementation skills.
- Having experience in Commerce, Finance, or Business Administration.
- 3-5 years of experience in financial management, compliance, and liaisoning with government/CSR agencies.
- Proficiency in local languages (Kannada) and Hindi for effective communication.

## **2. Job Description – Medical Officer**

**Location: Yadgir & Raichur, Karnataka**

**Reporting to: Program Coordinator / Project Director**

#### **Key Responsibilities:**

##### **1. Clinical & Primary Healthcare Services:**

- Conduct regular Mobile OPD services in designated villages as per the day schedule (plan of Action)
- Diagnose, treat, and provide primary healthcare services to patients in remote areas.
- Prescribe and dispense necessary medications while ensuring rational drug use.

- Maintain and monitor patients' health records, issuing and updating health cards for each visit.
- Refer critical cases to nearby PHCs, UHCs or hospitals and ensure proper follow-up care.

## **2. Specialized Health Camps & Preventive Care:**

- Organize and lead quarterly specialized health check-up camps focusing on maternal health, child health, non-communicable diseases (NCDs), and general wellness.
- Conduct routine screenings for diabetes, hypertension, anemia, and other prevalent diseases.
- Administer immunizations and facilitate maternal and child health (MCH) programs in collaboration with local health authorities.

## **3. Community Health Awareness & Capacity Building:**

- Conduct health education sessions on hygiene, sanitation, nutrition, and disease prevention.
- Use audio-visual tools to raise awareness about communicable and non-communicable diseases.
- Collaborate with local Anganwadi's , ANMs, and community health workers to strengthen grassroots healthcare delivery.

## **4. Coordination & Collaboration:**

- Liaise with government health departments, PHCs, UHCs, and CSR partners to ensure effective service delivery.
- Support the Swachh Bharat Abhiyan initiatives, ensuring waste management and sanitation measures are followed.
- Assist in the development of referral pathways and strengthen linkages with tertiary care hospitals.

## **5. Data Management & Reporting:**

- Ensure accurate documentation of all patient visits, treatments, and referrals.
- Submit monthly reports on health statistics, disease trends, and impact assessments.
- Contribute to the final evaluation and impact assessment report of the project.

## **6. Compliance & Quality Assurance:**

- Adhere to standard treatment protocols and clinical guidelines as per government norms.
- Ensure infection control and hygiene standards are maintained in the Mobile Medical Units (MMUs).
- Support periodic medical audits and quality assessments to improve healthcare delivery.

## **Qualifications & Experience:**

- MBBS degree from a recognized medical institution with valid registration.
- Minimum 3-5 years of experience in rural healthcare or community health programs preferred.
- Proficiency in local languages (Kannada) and Hindi for effective communication.
- Ability to work in rural and remote locations with a commitment to community health service.

### **3. Nurse**

**Location: Yadgir & Raichur, Karnataka**

**Reporting to: Medical Officer / Project Coordinator**

#### **Key Responsibilities:**

##### **1. Primary Healthcare Services:**

- Assist in conducting Mobile OPD services in designated villages as per the schedule (Action plan)
- Provide nursing care, administer medications, and dress wounds as per the doctor's instructions.
- Monitor and record patients' vital signs, symptoms, and treatment progress.

##### **2. Specialized Health Camps & Referral Support:**

- Support in organizing quarterly specialized health check-up camps in coordination with the medical team.
- Assist in identifying critical cases and facilitate referrals to nearby PHCs/UHC/ hospitals, ensuring follow-up treatment.

##### **3. Health Profiling & Records Maintenance:**

- Conduct initial health assessments and maintain digital & physical health records for each patient.
- Issue health cards and update patient histories for continuity of care.

##### **4. Community Awareness & Health Education:**

- Conduct awareness sessions on health & hygiene using local language audio-visual aids.
- Educate the community on preventive healthcare, maternal & child health, nutrition, and sanitation.

##### **5. Support for Swachh Bharat Abhiyan & Waste Management:**

- Promote hygiene practices and assist in conducting quarterly waste management initiatives.
- Ensure proper disposal of medical waste as per standard healthcare protocols.

##### **6. Compliance & Reporting:**

- Maintain inventory of medical supplies in the Mobile Medical Unit (MMU).
- Assist in preparing health service reports and contribute to periodic project documentation.
- Follow healthcare protocols, safety measures, and infection control guidelines.

#### **Educational Qualification & Experience:**

##### **Qualification:**

- Diploma/B.Sc. in Nursing from a recognized institution. Must be registered with the State Nursing Council.
- **Experience:** Minimum 2-3 years of experience in community healthcare, hospital nursing, or primary healthcare services. Experience in mobile medical units (MMUs) or rural healthcare projects is preferred.

- **Skills:** Strong interpersonal skills, ability to work in rural settings, proficiency in basic medical procedures, and knowledge of local health challenges.
- Proficiency in local languages (Kannada) and Hindi for effective communication.

#### **4, Lab Technician**

**Location: Yadgir & Raichur, Karnataka**

**Reporting to: Medical Officer / Project Coordinator**

#### **Key Responsibilities:**

##### **1. Diagnostic & Laboratory Services:**

- Conduct basic pathological, biochemical, and microbiological tests as per the Mobile OPD requirements.
- Perform blood, urine, and other sample collection, ensuring proper labeling and documentation.
- Maintain strict sterilization and hygiene protocols while handling biological samples.

##### **2. Support for Mobile OPD & Health Camps:**

- Assist in quarterly specialized health check-up camps by providing on-the-spot diagnostic services.
- Work closely with the medical team to screen common diseases such as anemia, diabetes, and infections.
- Support in referral cases by preparing test reports for follow-up treatment.

##### **3. Health Profiling & Patient Records:**

- Maintain accurate digital and physical records of diagnostic tests conducted.
- Update health profiles of patients and issue reports for further medical consultation.

##### **4. Community Awareness & Preventive Healthcare:**

- Educate community members on the importance of early disease detection and diagnostic tests.
- Assist in awareness sessions on topics such as hygiene, nutrition, and communicable diseases.

##### **5. Waste Management & Compliance:**

- Ensure proper biomedical waste disposal following health and safety regulations.
- Maintain inventory of diagnostic kits, reagents, and laboratory equipment.

##### **6. Documentation & Reporting:**

- Assist in process documentation and submit periodic reports on diagnostic activities.
- Support in impact assessment and final project evaluation.

#### **Educational Qualification & Experience:**

- **Qualification:** Diploma / B.Sc. in Medical Laboratory Technology (MLT) from a recognized institution.
- **Experience:** Minimum 2-3 years in diagnostic laboratory services, preferably in mobile medical units (MMUs) or rural healthcare projects.

- **Skills:** Proficiency in basic lab techniques, handling diagnostic equipment, maintaining patient records, and ensuring quality control in laboratory procedures.
- Proficiency in local languages (Kannada) and Hindi for effective communication

## **5. Mobile Medical Unit Operator / Driver**

### **Key Responsibilities:**

#### **1. Safe Operation & Maintenance of Mobile Medical Unit (MMU):**

- Drive the Mobile Medical Unit (MMU) safely as per the pre-planned journey cycle.
- Ensure the timely arrival and departure of MMU at designated villages and health camps.
- Regularly inspect and maintain the vehicle for smooth operation
- Coordinate with the medical team to ensure proper vehicle sanitization and cleanliness.
- Maintain vehicle logbooks, service records, and report any technical issues immediately.

#### **2. Support for Medical Team & OPD Services:**

- Assist in setting up the Mobile OPD at each site, including arranging medical equipment.
- Ensure proper parking and accessibility of MMU at each village.
- Support loading and unloading of medical supplies, ensuring equipment safety.

- Provide basic assistance to the medical staff during health profiling, registration, and patient coordination.

#### **3. Community Awareness & Outreach Support:**

- Assist in organizing awareness sessions on health & hygiene, Swachh Bharat Abhiyan, and preventive healthcare.
- Help set up audio-visual programs and facilitate community participation.
- Provide logistical support for community engagement activities.

#### **4. Compliance & Emergency Handling:**

- Ensure compliance with traffic laws and road safety regulations.
- Be prepared for emergency medical transport in case of critical patient referrals.
- Maintain first-aid knowledge and assist in emergency situations when required.

#### **5. Documentation & Reporting:**

- Keep accurate records of fuel usage, vehicle maintenance, and trip details.(log book)
- Report any operational challenges or incidents to the project coordinator.
- Assist in periodic reporting and documentation of MMU activities.

### **Educational Qualification & Experience:**

- **Qualification:** Minimum 10th Pass with a valid Heavy Motor Vehicle (HMV) driving license.
- **Experience:** Minimum 3-5 years of driving experience, preferably in ambulance, healthcare, or emergency response vehicles.
- **Skills:**
  - Ability to navigate rural roads efficiently.
  - Basic knowledge of vehicle maintenance.
  - Good communication skills in the local language (Kannada preferred).
  - Willingness to work in remote rural areas with flexible schedules.

- Proficiency in local languages (Kannada) and Hindi for effective communication

## **6. Pharmacist**

**Location: Yadgir & Raichur, Karnataka**

**Reporting to: Project Coordinator / Medical Officer**

### **Key Responsibilities:**

#### **1. Dispensing & Managing Medications:**

- Dispense prescribed medicines and drugs to patients as per the doctor's prescription.
- Ensure proper labeling, dosage instructions, and storage of medicines in the MMU.
- Maintain adequate stock of essential medicines and medical supplies.

#### **2. Patient Counseling & Health Awareness:**

- Provide guidance on medication usage, side effects, and precautions to patients.
- Educate the community on safe medication practices, hygiene, and disease prevention.
- Support in organizing health awareness sessions as per project guidelines.

#### **3. Stock Management & Procurement:**

- Maintain inventory records of medicines and reorder supplies as needed.
- Ensure all medicines are within expiry dates and properly stored.
- Coordinate with the procurement team to ensure timely restocking.

#### **4. Supporting OPD & Health Camps:**

- Assist the medical team during Mobile OPD visits in villages.
- Support the doctor in dispensing medicines and managing patient records.
- Participate in quarterly specialized health check-up camps.

#### **5. Documentation & Compliance:**

- Maintain detailed records of medicines dispensed and patient prescriptions.
- Ensure compliance with government healthcare regulations and standards.
- Prepare periodic reports on medicine usage and patient treatment trends.

### **Educational Qualification & Experience:**

- **Qualification:** Diploma/Bachelor's Degree in Pharmacy (D.Pharm/B.Pharm) from a recognized institute.
- **Registration:** Must be a registered pharmacist with the State Pharmacy Council.
- **Experience:** Minimum 2-5 years of experience in pharmacy practice, preferably in primary healthcare, mobile medical units, or community health projects.
- **Skills:**
  - Knowledge of pharmaceutical guidelines and prescription handling.
  - Ability to counsel patients on medication adherence and health awareness.
  - Proficiency in maintaining pharmacy records and stock management.



- Good communication skills in local language (Kannada preferred).
- Willingness to work in rural and remote areas.

*This project will be carried out by working together with different departments. Every project team member will handle everything to ensure the project runs smoothly. By joining hands to complete the work well, reach our goals, and help more people.*

Suitable candidates can submit their CV s and relevant certificates or before 25<sup>th</sup> February 2025 through e- mail to [awardap@gmail.com](mailto:awardap@gmail.com)

**/- Secretary**  
**AWARD organisation**  
**Dated: 16<sup>th</sup> Feb'2025**

**Declaration:**

The AWARD organization holds the right to cancel or modify the given notification at its discretion, for any reason, without prior notice or justification.