

Centre Lead (Centre Manager)

About Us:

About the organization

The Organization bridges the gap between medical treatment and holistic care that is required by a child undergoing cancer treatment. It provides them with a hygienic, protective, and nurturing environment, which gives children the best chance of beating cancer.

Founded in 2006 the organization offers a home away from home to underprivileged families during their child's treatment for cancer. It provides children battling cancer, and their parent's accommodation, transportation facilities, counselling, educational and recreational activities along with art-based therapies and yoga without any cost.

It works alongside Tata Memorial Hospital, AIIMS, New Delhi, Tata Medical Centre, Kolkata, and cancer hospitals in Chennai, Hyderabad, Jaipur, Mumbai, Vellore, and Kolkata.

Role: Ability to be empathetic and handle the team and beneficiaries maturely as the role would involve supporting the needy families.

Key Responsibilities

- Admissions and Discharge procedures to be observed
- Updating patient files.
- Weekly and Monthly Reports to be generated
- Supervise Daily Reports are accurate and sent timely.
- Update MIS
- Oversee Maintenance of registers
- Overall supervision of Centres
- Observe daily cleaning and maintain record as per infection control manual
- Implementation of Values
- Assisting occupancy team with accurate data.
- Visitor Management
- Ensure activities are planned and executed- for children and families
- Guide Supervisors
- Meeting with families regularly to ensure that they are settling down, discussion of issues they

may face, help and guide whenever needed, ensure the families are comfortable. Plan and conduct community meetings.

- Ensuring that the centre operates within the guidelines of this manual and approved standard operating procedures.
- Conduct team meetings to ensure smooth operation of centre
- Caring for Families
 - Proactively guiding families as the child undergoes his / her medical treatment.
 - Referring patients to the VG Fund, and other applicable funds.
 - Talk to the families every day and take an update on the child's progress on the treatment / discuss any issues with the parents and wherever required refer them to the Counsellor.

Qualification and Experience

- A candidate with a Masters in Social Work/Management/Social Sciences, who has a background of working in social sector/healthcare/early childhood schools, worked in a team, have good Interpersonal, Counselling and guiding skills with 4-5 years of experience (preferably in an NGO).
- Excellent communication, proficiency in English and Hindi is a must, and being computer savvy – Word, Excel, and Spreadsheet etc. is essential.

Please send your resume at:

contact@pmspl.net.in