



## Head – Health Initiatives

### *Job Description*

**Doctors for Seva** is a project of Youth for Seva, aimed to build a network of medical professionals, hospitals and volunteers across a city to help address the healthcare needs of the underserved. At present, Doctors for Seva runs projects in Government Schools (Doctor-at-School), old-age home, orphanages, Awareness talks in schools, Community health programs, etc.

### **Roles & Responsibilities:**

The responsibilities include planning, implementation, management and monitor the various projects. With micro-level planning, the person would be responsible for overall projects in health domain and to build the network of DFS members.

### **PROGRAMS:**

- Design and implement the programs to enhance the community health.
- Plan implementation strategy for projects
- Generate quarterly reports of projects; include problem explanations, analyses, alternate solutions, and suggestions.
- Assess the effectiveness of recommended risk reduction actions or other interventions.
- Provide details about potential health risks and possible treatments to the public and medical fraternity
- Manage/coordinate the work of doctors, volunteers and other staff members.
- Educate/train team (doctors and volunteers)
- Preparation of materials such as brochures and fact sheets to be used to spread information related to a specific health issue.
- Identify areas of need and plan new projects as and when need arises
- Innovate and come up with creative ideas to scale up projects to benefit maximum number of people
- Work with Fundraising / Corporate relations teams in preparation of compelling project proposals
- Preparation & monitoring of operational budgets for the team
- Formulate and Institutionalize organizational policies specific to health initiatives

### **BUILD DOCTORS NETWORK:**

- Expand the network of voluntary doctors and hospitals
- Inspire and engage medical students as volunteers
- Reach out to doctor's associations, social media, etc to build the network
- Identify and network with other NGOs working in healthcare to share resources
- Ensure that regular newsletters and other forms of communication are sent to doctors in the network
- Put together posters, brochures, banners and other publicity material for the projects



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### *Selection Criteria*

Age	35yrs to 40yrs
Education	A bachelor's degree (preferably in public health) and at least ten years of experience in the field of public health at managerial levels
Languages needed	English, Kannada
Commitment	2 years
Work Timing	9am – 6pm
Skills	<ul style="list-style-type: none"><li>• Basics of MS Word, Excel, PowerPoint</li><li>• Use of internet, e-mail, etc.</li><li>• Strong Communication Skills</li><li>• Good Organizational Skills</li><li>• Good program management skills</li></ul>
Other requirements	<ul style="list-style-type: none"><li>• The person should be ready to travel as the work requires 70% field work.</li></ul>

**If you are interested, please send your resume to [recruitments@youthforseva.org](mailto:recruitments@youthforseva.org) with subject line “Head - HealthInitiatives”**