

## External Advertisement

Released by	LEPRA Society	Job Title & Department	Treatment Coordinator JEET Department-Programmes
Date of Release	15 March 2019	Last date for receipt of applications	24 March 2019
Reporting to	Operations Manager - JEET Varanasi	No of positions	01
Location	Varanasi , Uttar Pradesh	REF No.	TC - 89

### Treatment Coordinator - Project JEET

LEPRA Society is a pan-India health and development organization working for the people affected by Leprosy and other neglected diseases to transform their lives and overcome poverty, discrimination and disability. LEPRA endeavors to diagnose, facilitate treatment to those affected and help them to rehabilitate into the mainstream of the society. LEPRA works in collaborations with the Government and other funding agencies to reach into most inaccessible villages of Andhra Pradesh, Telangana, Assam, Bihar, Chhattisgarh, Odisha, Delhi and Madhya Pradesh states.

LEPRA Society in partnership with Centre for Health Research Initiatives (CHRI) is implementing project "Joint Effort for Eliminating TB (JEET) for patients seeking care in private sector " in the districts of Allahabad, Varanasi, and Gorakhpur of Uttar Pradesh State. The objective of the project is to set up effective and sustainable structures to strengthen existing systems and seamlessly extend quality TB care to patients seeking care in private sector.

#### Location: Varanasi

S/ he shall

- Provide health education and counseling to the patients and family members registered with the project.
- Conduct follow-up visits / calls to patients for tracking adherence on regular intervals after treatment initiation.
- Record treatment adherence on a monthly basis and treatment outcome at the end of treatment.
- Coordinate with all concerned to ensure that all contacts of sputum positive patients are screened for TB
- Provide information on social support/security schemes for which patients are eligible.
- Coordinate with government officials and departments to ensure social support and schemes for TB patients
- Implementation and management support for partnerships with private partners at district and sub-district level.
- Conducting workshops /meetings for improving involvement of private partners in RNTCP.
- Maintain the TB register, incorporating required information with respect to all cases diagnosed in the district.
- Ensure the quality of services provided in order to achieve the programme objectives in assigned areas
- Facilitate organizing patient provider interaction meetings and community meetings.
- Establish liaison with public and private providers (dispensaries / hospitals) to promote compliances with national norms, facilitate referral and ensure registration and notification.
- Ensure that all other data, information and reports demanded from time to time are collected, compiled and delivered promptly to donor and LEPRA as per the given deadlines.
- Periodically review the performance of the district and provide regular feedback and support to increase program efficiency.
- Coordinate and collaborate in the districts for effective programme reporting.
- Compile the monthly programme reports, claims, and send it to the PR HQ.
- Organize the records of the programme in a systematic way to facilitate easy retrieval.
- Conduct supportive supervisory visits.
- Documentation of best practices of public private partnerships

#### Eligibility Criteria

##### Qualification and Experience

- Bachelors' degree in Social work/ Social Sciences/ Sociology/ Psychology from a recognized institution.
- 2-3 years of experience the relevant field.
- Working experience in TB program , GFTAM projects or Public and Private Partnerships / Health projects /program

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### Skill sets required

- Excellent counseling skills
- Interpersonal skills
- Network and Liaison Skills
- Documentation and report writing skills
- Excellent Verbal and written communication skills in English & Local language.
- Good working knowledge in basic computer applications.
- Ability to travel extensively within the project area.

**Gross Salary : Rs.13,700 /- per month**

### How to apply?

If you have the skills and necessary experience and are interested in this role please email your application along with detailed resume in the specified format downloaded from [www.leprasociety.org](http://www.leprasociety.org) (careers column) to [hrd@leprahealthinaction.in](mailto:hrd@leprahealthinaction.in) clearly specifying the position (with REF.No) and location in the subject line.

“Women candidates are encouraged to apply”