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| **Designation:** | Social Worker |
| **Job Department:** | National Outreach Program (NOP) |
| **Years of Experience:** | 2-3 Years |
| **Qualification:** | Masters in Social Worker |
| **Job Location:** | West Bengal |

**ROLE DESCRIPTION:**

The Social Worker is responsible to ensure smooth transition through the continuum of care to achieve clinical, financial and satisfaction outcomes for case management. Provides resources for all hospital and clinic patients as needed. The primary responsibilities surround psychosocial services and discharge planning/transition management functions for assigned patient population.

**DEPARTMENT DESCRIPTION:**

Social services are a range of [public services](https://en.wikipedia.org/wiki/Public_service) provided by an organization. These services aim to create more effective organizations, build stronger communities, and promote equity and opportunity. Social services include the benefits and facilities such as education, food subsidies, health care, job training and subsidized housing, medical facilities etc.

**COMPETENCIES/ SKILL SET:**

1. Must possess computer knowledge like MS office and internet
2. Good spoken and written English language
3. Preferred specialization in pediatric experience
4. Hospital experience
5. Good problem-solving skills.

**KEY RESULT AREAS:**

1. Ensure all the administrative work related to getting the new child admitted to Cankids
2. Maintaining Monthly and Quarterly Reports and Data.
3. Responsible for handling the unit as assigned.
4. Spreading awareness about childhood cancer through awareness and information program
5. Managing imprest for purchase of local medicines, ward requirements related to particular unit

**DUTIES AND RESPONSIBILITIES:**

**Operational:**

1. Responsible for handling all the work related to getting the new child admitted to CanKids. This Includes:
2. Going to Hospital Unit to assist in running of Chattai clinic and coordinate and implement Cankids support activities as determined for the Center.
3. Entering details of child patient into database from P.I.S. and M.S.F and complete all related procedures for the same.
4. Collecting and verifying all the required documents for admitting the new entrant/child.
5. Regularly consult with the doctor about the child’s treatment and the estimate costs for clarification purposes.
6. Form a bridge between the doctors and the patient family and make sure the child is given the best care and benefit and spreading the message ‘’you are not Alone ‘’ amongst the families and in the society.
7. Update the database as when a child is adopted or money is donated for his treatment.
8. Assist in completing documentation for grants from Government and other Agencies.
9. Assist families on any other support e.g., Dharamshala/ lodging, blood etc.
10. To provide guidance to families about health and hygiene.
11. Facilitation of cases for Government Assistance.

**Data Management and Reports:**

1. Maintaining the data of the particular unit assigned.
2. Assist in making monthly/ quarterly report to the donors about the status of the child.
3. Responsible for preparing monthly reports to and in regular contact with Program Officer (Medical and Hospital Programs).

**Administrative:**

1. Responsible for all tasks given to Parent support group member.
2. Managing visits across multiple hospitals, sites as and when required.
3. Manage imprest for purchase of local medicines, ward requirements related to particular unit.
4. Ensure proper assistance to pediatric Cancer unit.
5. Spreading awareness about childhood cancer through awareness and information program.
6. Responsible for handling the unit as assigned
7. Responsible for maintaining proper coordination with the Medical Officer.
8. Administer Jiv Daya program and oversee FCRA funds use.

**Additional Duties:**

This job description in no way states or implies that these are the only duties to be performed. You will be expected to follow any other job-related instructions and to perform other job-related duties as requested by your supervisor.