

Job Description for Block Coordinator- Lives Program

Reporting: District Manager

Location: Alwar, Rajasthan

Key Responsibilities:

1. Block Level Program Planning & Implementation:

- Develop and execute comprehensive plans for NCD prevention, early detection, and management at the block level in coordination with District Manager.
- Coordinate and monitor the implementation of Lives program-related initiatives, ensuring adherence to established guidelines and protocols.

2. Community Engagement:

- Coordinate with community leaders, local organizations, and health workers to do community level screening for NCD's, raise awareness about NCDs.
- Organize & coordinate awareness campaigns like street plays in coordination with external agencies.
- Coordinate and arrange Logistics for training sessions for healthcare professionals, frontline workers, and community health volunteers on NCD-related topics.

3. Screening Camp, Follow-up and Referral:

- Coordinate with selected Health facilities for MMU screening camps.
- Coordinate with ANM & Community Mobilisers and maintain effective referral systems for individuals diagnosed with NCDs, facilitating access to appropriate healthcare services along with timely follow-up & Counselling.
- Data Management & Reporting:
- Timely Provide accurate records of block level program-related data to district team.
- Prepare regular reports and updates on program activities, progress for submission to higher authorities.

4. Collaboration and Networking:

- Foster partnerships with local health facilities, government departments, NGOs, and other stakeholders to enhance the impact of program interventions.
- Participate in coordination meetings and collaborate with relevant agencies to align program activities with broader health goals.

5. Qualification and Requirement:

- Master's degree in Public Health, Health Administration, development studies or a related field.
- Prior minimum 2 years of experience in public health, healthcare management, or community development, with a focus on NCDs.
- Strong understanding of non-communicable diseases, risk factors, and evidence-based interventions.
- Excellent communication, interpersonal, and organizational skills.
- Proficiency in data management and basic computer applications.
- Ability to work collaboratively with diverse stakeholders and lead teams effectively.
- Understanding of local health systems, government policies, and community dynamics.
- Fluent in the local language(s) for effective communication with community members.

How to apply-

Interested candidates are invited to submit their resume along with a cover letter detailing their relevant experience and motivation to **contact@pmspl.net.in**