



Are you looking for a new, challenging job opportunity at a not-for-profit, development organisation in a fun team with a great passion for helping others? **Child's Dream Foundation** in Chiang Mai, Thailand is seeking an ambitious

## **Assistant Programme Coordinator - Children's Medical Fund**

Together as a team, we at Child's Dream are here to empower people in the Mekong Sub-Region. We do this by working in partnerships with communities to improve the health and education of their children, youth and young adults for sustainable development.

Our Children's Medical Fund team needs your support with assisting our beneficiaries in accessing life-saving operations and medical interventions in Thailand. You will be located in our Child's Dream Safehouse in Chiang Mai where our beneficiaries receive board, lodging and basic nursing while they are undergoing treatment.

### **Your duties and responsibilities include but are not limited to assisting with the following:**

- Coordinate patients' care and medical treatment
- Translate between Thai medical workers and caregivers
- Conduct recreation activities with our beneficiaries and caregivers
- Enter, maintain and review patient profiles including medical information, treatment plan, estimated cost for medical intervention and follow up of patient's condition and treatment in our database
- Ensure the quality of the patient's experience by interacting with them and their families until the treatment is completed
- Assess and address patient's needs, dress wounds and anal dilate under supervision
- Observe patient's condition under supervision and report to team head frequently
- Manage our Safehouse and maintain of a comfortable and clean environment for our beneficiaries
- Prepare various payments related to the programme

### **We are looking for a person with:**

- A strong interest in working for an NGO
- Completed degree in nursing, public health, medical science or related field. A Thai nurse aid certification is the minimum requirement.
- Previous work experience of 0-3 years in related field
- Good organisational and time management skills
- An open mind, a positive attitude and a desire to support others
- Passion to work with infants and children and their caregivers from diverse backgrounds
- Great team spirit and strong interpersonal skills
- Ability to work under pressure and in shifts such as early mornings, late nights or weekends
- Excellent Thai reading, writing and speaking skills

- Fluent spoken Burmese and Karen language skills
- Good command of written and verbal English language
- Solid IT skills (MS Word, Excel, Power Point, E Mail)
- Driving licence is an advantage.

**What we offer:**

- A full time position in our Safehouse in Chiang Mai with an unlimited contract
- Multicultural working environment with more than 10 nationalities
- Working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- A salary of THB 15,000 – THB 20,000 THB per month plus monetary and non-monetary benefits

Did we spark your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, university transcripts, and two references) to [logan@childsdream.org](mailto:logan@childsdream.org) until 26<sup>th</sup> June 2022.

We will of course confirm that we have received your application and get in contact with you again if you are selected for an interview.

*Chiang Mai, 2<sup>nd</sup> June 2022*