



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

## **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:**

#### ***Programme management and case manager responsibilities***

- Accept and enroll patients into our programme
- Coordinate and monitor patients' care and medical treatment from enrolment to the programme until the case is closed
- Mediate between patients, caregivers and hospitals
- Monitor medical procedures in the Safe House
- Provide health education for individuals and groups
- Conduct recreation activities with our beneficiaries and caregivers
- 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, supply prescribed medicine, dress wounds and anal dilate
- Observe patient's condition and report to team head frequently
- Introduce Safehouse rules and regulations to patient's and caregivers and make sure that they are followed
- Support the supervision and support of other team members in programme implementation

#### ***Programme administration and finance***

- Prepare various payments related to the programme
- Enter, maintain and review patient profiles including medical information, treatment plan, estimated cost for medical intervention and update patient's condition and treatment in our database
- Other programme administration related tasks as they occur

#### ***Other health-related responsibilities***

- Manage our Nurse-Aid Scholarship Programme
- Consult other Child's Dream departments about health-related topics

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

*Education and work experience*

- A strong interest in working for an NGO
- Bachelor degree in nursing science or related field
- Previous work experience of a minimum of 5 years in related field

*Soft skills*

- Excellent organisational and time management skills
- An open mind, a positive attitude and a desire to support others
- Cultural sensitivity
- 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

*Language requirements*

- Advance level of Thai reading, writing and speaking skills
- Intermediate written and verbal English language skills
- Spoken Burmese and Karen language skills are an advantage

*Hard skills*

- Solid IT skills (MS Word, Excel, Power Point, E Mail)
- Driving licence

**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

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 **ta@childsdream.org** until 2<sup>nd</sup> October 2022.

We will of course confirm that we have received your application.

The first round of interviews will be held from 5<sup>th</sup> to 16<sup>th</sup> October 2022 and we will contact you again to arrange the interview time if you are among the shortlisted candidates.

We look very much forward to receiving your application.

*Chiang Mai, 5<sup>th</sup> September 2022*