



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 and Translator Children's Medical Fund**

**Starting date of position – 1st November 2023**

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:**

- Coordinate patients' care and medical treatment
- Translate between Thai and Burmese languages for medical workers and caregivers in both directions
- Observe patient's condition and report to team head frequently
- Ensure the quality of the patient's experience by interacting with them and their families until the treatment is completed
- 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
- Prepare various payments related to the programme
- Assist in managing our Safehouse and maintain a comfortable and clean environment for our beneficiaries
- Conduct recreation activities with our beneficiaries and caregivers

### **We are seeking for a person who meets the following criteria:**

#### **Education and work experience**

- a strong interest in working for an NGO and to contribute to our vision and mission
- willingness to work flexible shifts such as early mornings, late nights or weekends
- a graduate diploma, bachelor's degree or equivalent education
- minimum three years of working experience in health related field or as a translator in a hospital

**Soft skills**

- good organisational and time management skills
- an open mind, a positive attitude and a desire to support others
- great team spirit and strong interpersonal skills
- passion to work with infants and children and their caregivers from diverse backgrounds

**Hard skills**

- solid IT skills (MS Word, Excel, Power Point, E Mail)
- driving license is an advantage

**Language skills**

- fluent Thai reading, writing and speaking skills are a must
- fluent spoken Burmese language skill is a must
- good command of Karen and English language skills are an advantage

**What we offer:**

- a full time position in our Safehouse in Chiang Mai with an unlimited contract
- a multicultural working environment with more than 10 nationalities
- a working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- visa and work permit in case you are not a Thai national
- a salary of THB 15,000 – THB 20,000 THB per month plus monetary and non-monetary benefits depending on your skills, knowledge and work experience

Did we spark your interest? Wonderful! Please send your full application in English or Thai (including motivational letter, salary expectation, resume, university transcripts, and two references) to [min@childsdream.org](mailto:min@childsdream.org).

The application deadline is **13<sup>th</sup> September 2023**. Female applicants are strongly encouraged to apply.

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.