

Job Description

Counsellor

Name of the Position		Counsellor					
Location		District Health Society					
No. of Vacancies :							
No. of vacancies	Unreserved	EWS	MBC	BC	SC	ST	WBC
	<.....>	<.....>	<.....>	<.....>	<.....>	<.....>	<.....>
Maximum Age (In years, as on 1st August, 2019): Unreserved / EWS – 37, Unreserved / EWS (Female) – 40, BC / MBC (Male / Female) - 40, SC / ST (Male / Female) – 42.							
10 years relaxation in age will be admissible to Divine Body applicant.							
Eligibility Criteria							
Essential: <u>Qualification:</u> <ul style="list-style-type: none"> Bachelor Degree (Full Time) in Social Work/ Sociology/Psychology from a recognized University/ Institution. 							
Key Competencies: <ul style="list-style-type: none"> Good communication skills (both written and verbal) in English & Hindi and interpersonal abilities. Working knowledge of Hindi also desirable. Demonstrated ability to work in a multi-disciplinary team environment. Computer proficiency with commonly used packages like MS Word, Excel, Power Point, Outlook, Email operation etc. Familiarity with national health programs, health indicators and health policy. Knowledge of dealing with files, Noting, minutes of meeting, Letter drafting etc. Efficient skills to manage people, liaise with stake holders and development partners. 							
Purpose of Assignment: There has been an unprecedented increase in the number of beneficiaries visiting government health facilities and also the number of institutional deliveries being conducted in public sector institutions over last few years. The department of Health, Government of Bihar along with State Health Society wants to counsel these increased number of beneficiaries and their attendants coming to government health facilities. For this purpose it is proposed to place suitable candidates as counsellors at various government health facilities.							
Summary of Roles and Responsibilities : <ul style="list-style-type: none"> To work in coordination with social worker in carrying out outreach activities. To support cessation activities at school/community level. To organize trainings for the Health professionals and other stakeholders. To monitor the implementation of tobacco Control Laws in coordination with Social Worker. To monitor NGO's/groups at District level, compile reports on monthly basis. Should be able to educate clients on various aspects of Family Planning by providing up to date unbiased information to the clients, regarding all the available Family Planning methods, including their benefits and adverse effects To explain the concept of Healthy Timing and Spacing of Pregnancy and Return to Fertility to the clients. Help the clients to take informed decisions on accepting Family Planning methods. To inform clients about the health facilities and other places where family planning methods are available. Ensure that DR TB patients and family members receive constant counselling and guidance right from their admission to their discharge at the DR TB Centre about the disease, its transmission, air borne infection control, pre-treatment evaluation, treatment, follow up investigations, adverse drug reactions 							

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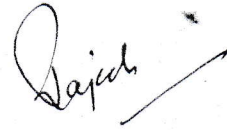
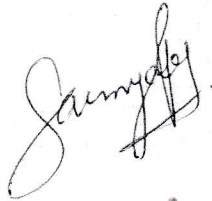
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and treatment adherence.

- Facilitate all pre and post treatment investigations as per guidelines.
- Facilitate the admission process including subsequent documentation.
- To ensure drugs for transit period are provided to the patient at the time of discharge.
- Maintain the documentation regarding the counselling and services provided and reporting of the same in the prescribed formats.
- Any other duties / assignment assigned by Reporting Authority / ED.

Remuneration/Compensation

Consolidated remuneration of Rs. 15000/- shall be paid per month.



Job Description

DISTRICT URBAN HEALTH CONSULTANT

Name of the Position	DISTRICT URBAN HEALTH CONSULTANT
Location	District Health Society, Bihar (SHSB), Patna
No. of Vacancies: 13 (Thirteen) (As per roster). Maximum Age (In years, as on 1st January, 2020): Unreserved / EWS- 37, Unreserved / EWS (Female) – 40, BC / MBC (Male / Female) - 40, SC / ST (Male / Female) – 42. 10 years relaxation in age will be admissible to Divine Body applicant.	
Eligibility Criteria	
Essential: Qualification: <ul style="list-style-type: none"> Master of Public Health (MPH) (Full Time) from any recognized institute/ university OR MBA (two years Full Time) / PG Diploma (two years Full Time) with specialization in Public Health/ Hospital Management / Health Management/ Health Care Management from any recognized university / institute Experience: <ul style="list-style-type: none"> Minimum 2 years of post - qualification working experience in Health Service Sector. 	
Key Competencies: <ul style="list-style-type: none"> Excellent communication skills (both written and oral) in English & Hindi, presentation skills and interpersonal abilities. Demonstrated ability to work in a multi-cultural team environment. Ability to work under pressure and deliver; multitasking skills. Computer proficiency including MS Office (Word/ Power point and advance excel skills) and Email operation. Familiarity with national health programs, health indicators and health policy. Understanding of Govt. policies and processes. Knowledge of dealing with files, Noting, minutes of meeting, Letter drafting etc. Efficient skills to manage people, liaise with stake holders and development partners. Motivated and committed to improve the health and Welfare of poor people living in cities. Strong program management and leadership experience with demonstrated capacity to manage staff, partners, resources and activities according to plan and budget. Ability to motivate and facilitate joint action. Collaboration, Innovation and problem solving skills. Ability to plan, implement and complete tasks independently and on time. Result oriented. 	
Purpose of Assignment: The District Urban Health Consultant would be responsible for overall management of National Urban Health Mission in concerned District Health Society. <ul style="list-style-type: none"> To provide necessary support in City level Urban Health Programme, planning, Rollout NUHM, Advocacy, partnership, program monitoring & Timely Reporting to state Govt. The person will also be responsible for liaison with the Convergence partner ULBs, Social Welfare (ICDS), PHED and development partner (for Urban Health) on behalf of the Department. The person would be responsible for providing strategic inputs on public health activities to the concerned Civil surgeon-cum-Member Secretary and DHS. 	

Sanita Baidar
17/1/2020

Samyog

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Summary of Roles and Responsibilities :

District Urban Health Planning consultant is expected to coordinate people, partnership, plans and technical and financial resources, to increase demand, access, quality and utilization of Urban health and National Programme in the city. S/he is expected to plan and manage the staffs, budgets, timeliness and activities of City/District health programme Unit and other partners to achieve the goal.

The District Urban Health Consultant should be a leader who is able to motivate action and client oriented programme.

- **Management:** Supervise and manage city staff, budgets, timeline, and efforts to implement program activities according to plans. Institutionalize systems to monitor implementation against plans and expenditure against budget.
- **Team Building:** Establish a collegial and collaborative working environment within the city team, so that all city program units operate as part of a coordinated team. Resolve conflicts and issues that may arise from time to time.
- **Technical & program Leadership:** Provide technical leadership in all aspects of the city program to assure quality and integration. Translate the vision of the project into action steps for staff and partners, to achieve the performance defined for the city.
- **Problem solving:** Work with the city program team and partner to identify barriers to implementation and develop plans to overcome them; identify problems in logistics, supplies, consumables, and identify solutions at local level or city level.
- **Collaboration & Joint action:** Initiate opportunities for collaboration, contribution, joint action to improve the health of the urban poor. Establish and maintain excellent rapport with convergence partner and non-government counterparts, public and private sector provides, professional associations, and other key stakeholders and partners.
- **Establish and maintain systems and structures** within and outside the organization to facilitate Implementation sustained action and replication.
- **Monitoring:** Conduct monitoring visits and provide inputs to assure maintenance of quality standards. Monitor data quality and conformity to QA/QI systems and processes.
- **Ensure that the program follows appropriate M& E systems**, allowing for the inclusion of the best practices lessons learned and reflective learning.
- **Reporting:** Ensure that program reports and documentation are completed according to plan. Prepare consolidated monthly, quarterly, and annual report summarizing performance and achievements.
- **Fund and Contracts management:** Guide performance of subcontractor's technical assistance partners, and NGOs. Develop, review, monitor and manage contractual documents and sub-agreements.
- Any other duties / assignment assigned by Reporting Authority / ED.

Remuneration/Compensation

Consolidated remuneration of Rs. 35,000 /- shall be paid per month.

Lehita Bawar
17/11/2020

Samyukta

Devi

Job Description

DISTRICT URBAN HEALTH CONSULTANT

Name of the Position	DISTRICT URBAN HEALTH CONSULTANT
Location	District Health Society, Bihar (SHSB), Patna
No. of Vacancies: 13 (Thirteen) (As per roster). Maximum Age (In years, as on 1st January, 2020): Unreserved / EWS- 37, Unreserved / EWS (Female) – 40, BC / MBC (Male / Female) - 40, SC / ST (Male / Female) – 42. 10 years relaxation in age will be admissible to Divine Body applicant.	
Eligibility Criteria	
Essential: Qualification: <ul style="list-style-type: none"> Master of Public Health (MPH) (Full Time) from any recognized institute/ university OR MBA (two years Full Time) / PG Diploma (two years Full Time) with specialization in Public Health/ Hospital Management / Health Management/ Health Care Management from any recognized university / institute 	
Experience: <ul style="list-style-type: none"> Minimum 2 years of post - qualification working experience in Health Service Sector. 	
Key Competencies: <ul style="list-style-type: none"> Excellent communication skills (both written and oral) in English & Hindi, presentation skills and interpersonal abilities. Demonstrated ability to work in a multi-cultural team environment. Ability to work under pressure and deliver; multitasking skills. Computer proficiency including MS Office (Word/ Power point and advance excel skills) and Email operation. Familiarity with national health programs, health indicators and health policy. Understanding of Govt. policies and processes. Knowledge of dealing with files, Noting, minutes of meeting, Letter drafting etc. Efficient skills to manage people, liaise with stake holders and development partners. Motivated and committed to improve the health and Welfare of poor people living in cities. Strong program management and leadership experience with demonstrated capacity to manage staff, partners, resources and activities according to plan and budget. Ability to motivate and facilitate joint action. Collaboration, Innovation and problem solving skills. Ability to plan, implement and complete tasks independently and on time. Result oriented. 	
Purpose of Assignment: The District Urban Health Consultant would be responsible for overall management of National Urban Health Mission in concerned District Health Society. <ul style="list-style-type: none"> To provide necessary support in City level Urban Health Programme, planning, Rollout NUHM, Advocacy, partnership, program monitoring & Timely Reporting to state Govt. The person will also be responsible for liaison with the Convergence partner ULBs, Social Welfare (ICDS), PHED and development partner (for Urban Health) on behalf of the Department. The person would be responsible for providing strategic inputs on public health activities to the concerned Civil surgeon-cum-Member Secretary and DHS. 	

Sanita Baidya
17/1/2020

Sanjay Singh
Dy. Secy.

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Job Description

District Community Mobilizer

Name of the Position	District Community Mobilizer
Location	District Health Society
No. of Vacancies : 26(Twenty Six) (As per Roster)	
Maximum Age In Years Unreserved / EWS – 37, Unreserved / EWS (Female) – 40, BC / MBC (Male / Female)- 40, SC/ST (Male/ Female) – 42. 10 years relaxation in age will be admissible to Divine Body applicant.	
Eligibility Criteria	
Essential Qualification: <ul style="list-style-type: none"> Master Degree of Social Work (MSW) (Full Time)/ M.A in Social Work (Full Time) from any recognized institute/ university OR Post Graduate Degree (Full Time) with specialization in Rural Development from any recognized institute/ university OR MBA (two years full-time) / PG Diploma (two years full-time) with specialization in Rural Development/ Rural Management from any recognized university/ institute 	
Key Competencies: <ul style="list-style-type: none"> Excellent communication skills (both written and verbal) in English & Hindi, presentation skills and interpersonal abilities. Demonstrated ability to work in a multi-disciplinary team environment. Timely communication, reporting, filing and documentation. Knowledge of dealing with files, Noting, minutes of meeting, Letter drafting etc. Capacity building Efficient skills to manage people, liaise with stake holders and development partners. 	
Purpose of Assignment: To strengthen the ASHA programme at district level and supervise functioning of Block Community Mobilizers.	
Summary of Roles and Responsibilities : <ul style="list-style-type: none"> Responsible for implementation of ASHA programme in the district i.e. training, support, supervision, and monitoring of payment mechanisms of programs for ASHA and community processes in the District. Supervise functioning of Block Community Mobilizers. Capacity building of Block Mobilizers and Block Trainers Team in coordination with District Trainers Team. Orient district and block officials on programmes for ASHA and other community processes. Coordinate with other govt. dept. such as; WCD, ICDS, PR Water and Sanitary, Education etc. at District level for inter sectoral coordination, and also support Block community mobilizers for inter sectoral coordination at block level. Support the DHS in preparation of the de centralized annual plan. Coordinate with DHS, Civil Surgeon and other health officials in the district on behalf of the state on implementation of the ASHA related activities such as : ASHA Sammellan/ ASHA Diwas Training and payment of ASHA incentives. Coordinate with DDA and District Data Centre for DATA collection and report to DHS/Divisional ASHA Coordinator/ ARC/ SHSB 	

Sanita Baidya
7/11/2020

Nishu
16/11/2020

Deepak

- To perform any other tasks given by Civil Surgeon/ District Magistrate/ State Health Society, Bihar.

Remuneration/Compensation

Consolidated remuneration of Rs. 20,000/- shall be paid per month.

Sanku

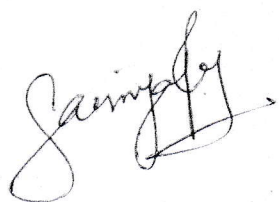
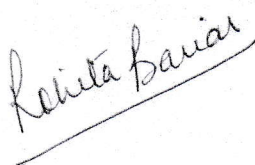
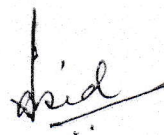
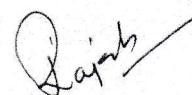
16/1/2020

Nishu
16/1/2020

Rajesh

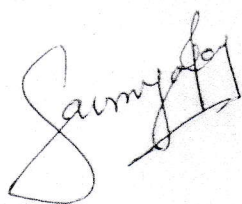
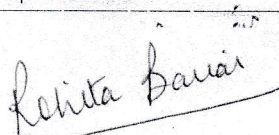
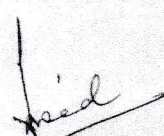
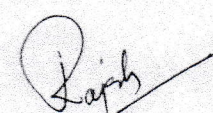
Job Description

Name of the Position	Audiometric Assistant (NPPCD)
Location	District Hospital
No. of Vacancies: 11 (As per Roster).	
Maximum Age (In years, as on 1 st January, 2020): Unreserved / EWS – 37, Unreserved / EWS (Female) – 40, BC / MBC (Male / Female) - 40, SC / ST (Male / Female) – 42.	
10 years relaxation in age will be admissible to Divine Body applicant.	
Eligibility Criteria	
Essential:	
Qualification:	
<ul style="list-style-type: none"> Intermediate from recognized board with 1 year Diploma in Audiology. 	
Key Competencies:	
<ul style="list-style-type: none"> Excellent interpersonal skill Self-motivated Good training skill Computer proficiency Documentation skill 	
Purpose of Assignment:	
Audiometric Assistant will provide support in screening hearing impaired persons across the districts under National Programme for prevention and control of deafness.	
Summary of Roles and Responsibilities :	
<p>The primary duties and responsibilities of Audiometric assistant will include the following but not be restricted to:</p> <ul style="list-style-type: none"> Assist in providing audio logical services Visit CHC n fixed day for screening of HIV persons Assist in training programmes. Monitoring and evaluation of program Maintenance of the data base Any other duties / assignment assigned by Reporting Authority / ED. 	
Remuneration/Compensation	
Consolidated Rs 15,000/- shall be paid per month.	

Job Description

Name of the Position	Instructor for Hearing Impaired Children (NPPCD)
Location	District Hospital
Vacancies-11 (As per Roster)	
Maximum Age (In years, as on 1 st January, 2020): Unreserved / EWS – 37, Unreserved / EWS (Female) – 40, BC / MBC (Male / Female) - 40, SC / ST (Male / Female) – 42.	
10 years relaxation in age will be admissible to Divine Body applicant.	
Eligibility Criteria	
<u>Essential:</u>	
<u>Qualification:</u>	
<ul style="list-style-type: none"> Intermediate from recognized board with 1 year Diploma in Audiology. 	
<u>Key Competencies:</u>	
<ul style="list-style-type: none"> Excellent interpersonal skill Self-motivated Good training skill Computer proficiency Documentation skill 	
<u>Purpose of Assignment:</u> Support and providing training, therapy and early education for young hearing-impaired children of the district under national program for prevention and control of deafness.	
<u>Summary of Roles and Responsibilities</u> The primary duties and responsibilities of Instructor for hearing impaired children will include the following: <ul style="list-style-type: none"> The instructor will be providing training, therapy and early education for young hearing-impaired children of the district under national program for prevention and for control of deafness Any other duties / assignment assigned by Reporting Authority / ED. 	
<u>Remuneration/Compensation</u>	
Consolidated Rs 15,000/-shall be paid per month.	

Job Description

Name of the Position	Dental Hygienist (NOHP)
Location	District Hospital
Vacancies-10 (As per Roster)	
Maximum Age (In years, as on 1st January, 2020): Unreserved / EWS – 37, Unreserved / EWS (Female) – 40, BC / MBC (Male / Female) - 40, SC / ST (Male / Female) – 42. 10 years relaxation in age will be admissible to Divine Body applicant.	
Eligibility Criteria	
Essential: Qualification: <ul style="list-style-type: none"> Intermediate (Biology)/10+2 (Biology) from recognized board with diploma in dental technician/ dental hygienist/dental mechanic courses from a government recognized institute. Registration with State Dental Council. 	
Key Competencies: <ul style="list-style-type: none"> Data collection analysis, projection, evaluation with appropriate skills of coordination and follow-up. Timely communication, reporting, filing and documentation. 	
Purpose of Assignment: The purpose of assignment of Dental Hygienist is to assess the oral health condition and to educate the patient regarding oral hygiene.	
Summary of Roles and Responsibilities The primary duties and responsibilities of Dental Hygienist will include the following: <ul style="list-style-type: none"> S/he will perform patient screening procedure such as assessment of oral health condition. S/he will take and develop dental radiographs S/he will ensure oral prophylaxis S/he will fabricate and repair denture S/he will provide patient education regarding oral hygiene maintenance Any other duties / assignment assigned by Reporting Authority / ED. 	
Remuneration/Compensation Consolidated Rs 15,000/-shall be paid per month.	

Lehita Baiar
17.01.2020

[Signature]

Rajsh

Job Description

Name of the Position	Dental Assistant (NOHP)
Location	District Hospital
Vacancies-10 (As per Roster)	
Maximum Age (In years, as on 1st January, 2020): Unreserved / EWS – 37, Unreserved / EWS (Female) – 40, BC / MBC (Male / Female) - 40, SC / ST (Male / Female) – 42. 10 years relaxation in age will be admissible to Divine Body applicant.	
Eligibility Criteria	
Essential: Qualification: <ul style="list-style-type: none"> • Matriculation from a recognized board. • Certificate course in dental assistant 6-12 months 	
Key Competencies: <ul style="list-style-type: none"> • Data collection analysis, projection, evaluation with appropriate skills of coordination and follow-up. • Timely communication, reporting, filing and documentation. 	
Purpose of Assignment: To Maintain sterile and neat working environment according to infection control procedure.	
Summary of Roles and Responsibilities The primary duties and responsibilities of Dental assistant will include the following: <ul style="list-style-type: none"> • Maintain sterile and neat working environment according to current infection control procedure • Stock operatories and maintain clinical supply environment • Maintain record of the patient • Schedule appointments. • Any other duties / assignment assigned by Reporting Authority / ED. 	
Remuneration/Compensation Consolidated Rs 10,500/-shall be paid per month.	

Samyaji *Lotita Baiar*