

**NOTICE**

If you are looking for an opportunity to work with children and their health care program – you will find this to be the most suitable opportunity with the Memorandum of Understanding (MoU) between the Department of Ophthalmology, PGIMER, Chandigarh and Cankids... Kidscan, National Society for Change for Childhood Cancer in India. The Job is in the Advanced Eye Centre, PGIMER, Chandigarh

**Social Worker cum Data Manager** plays an important role in the Retinoblastoma team and its mission to commit to a common goal of change for childhood cancer and improving standards of treatment, care and support for children with cancer and their families.

**Responsibilities:**

The **Social Worker cum Data Manager** will commit to the following duties

To improve patient follow up, resource mobilization and patient support:

1. Implementation of CANKIDS' support programs as set out above and as per job description and targets provided by and agreed to between the 2 parties.
2. Focus on mobilizing funds for children with cancer by completing applications for the Prime Minister's Relief Fund, Chief Minister's Relief, NGO's and private donors to help families pay for treatment and medicines.
3. Submit biweekly reports on data and work accomplished.
4. To offer optimal psychosocial and socio economic support to the patients and their families:
  - a. Counseling at the time of diagnosis.
  - b. Psychosocial support.
5. Navigating patients through the hospital systems
6. To assure the follow-up of patients:
  - a. Making appointments and taking care of their follow ups.
  - b. Preventing abandonment.
7. Arrange social functions & all medical certificates.

**Person Specifications:**

1. The applicant should be a Masters in Social Work (MSW)/ MA Sociology/ MA Psychology.
2. The applicant should have at least one year of working experience and savvy with MS Office.
3. Communication skills in English is mandatory. Must know Hindi and Punjabi language.
4. The person should be self-starter and be willing to contribute to the project's objectives.

No. of post: One  
Salary: Rs. 18,000/- per month.  
Tenure: One Year, (Extendable).

The candidates who are willing to appear in the above said walk-in-interview, submit their brief bio-data alongwith certificates of qualification, experience and appear for interview in the office of the undersigned latest by 30<sup>th</sup> March, 2019. **Candidate must put down their Mobile Phone No. & Email-ID**  
Interview date would be informed on phone and/or email.

  
(Dr. Usha Singh) 13-3-19

Professor  
Room No. 116, Advanced Eye Centre  
PGIMER, Chandigarh

**Professor  
Department of Ophthalmology  
PGIMER, Chandigarh**