



SEARCH

Society for Education, Action and Research in Community Health



Organization Profile

History: Inspired by the life and philosophy of Mahatma Gandhi, and equipped by their medical training in India, and subsequent, training in public health and research at the Johns Hopkins University, the doctor couple Abhay and Rani Bang, founded Society for Education, Action and Research in Community Health (SEARCH) in 1986. SEARCH is a Non-Governmental Organization (NGO) working in the poorest, semi-tribal district, Gadchiroli, in the state of Maharashtra, (India), 1000 km away from Mumbai.

Vision: SEARCH's vision is 'Aarogya-Swaraj' which means 'People's Health in People's Hands', by empowering individuals and communities to take charge of their own health, and thereby, help them achieve freedom from disease as well as dependence.

Mission: Mission of SEARCH is service, training, empowerment and research in health of the communities as expressed in its name.

Headquarters: Of SEARCH is 'Shodhgram', located 17 km from the district headquarters of the Gadchiroli district. The campus, spread over 47 Acres, is modeled over a mix of Gandhian Ashram, tribal village and modern facilities. It has more than 80 buildings including hospital, research center, training centers, training hostels, library, administrative offices, guest houses, tribal museum, community centers, mess cum dining facilities, residential facilities for 120 staff, solar plant, playground, organic farm and a small lake.

With a team of 150+ professionals and 150+ Community Health Workers, SEARCH has emerged as one of the most reputed and credible grass root service and research organization in India. SEARCH strives to make important breakthroughs to solve public health problems in India and around the world, over past 36 years by:

1. 120-bed hospital providing health care to 55,000 patients annually from 2500 villages. Specialist OPDs, tele-consultation and subsidized surgery camps are also organized along with existing services to ensure enhanced health services for poor patients.
2. Community health services in 125 villages.
3. Home-based mother, newborn & child care in 88 villages.
4. Prevention and deaddiction of alcohol and tobacco across 1400 villages of Gadchiroli district.
5. Life skill and reproductive health education for youth and women across Maharashtra.
6. Conducting rural health care research to improve rural health services and evidence-based advocacy to influence policy.

7. Training of trainers from different parts of the country and abroad for implementation of the Home-based newborn care program. HBNC is India's national policy implemented through 8 Lakh ASHA across the country.
8. 'NIRMAN', the social leadership development program for youth across India.
9. Mental health services to patients at hospital, block and village level.
10. Tribal health services to 13,000 tribal individuals in 48 villages through community health workers.
11. Mobile Medical Unit to provide diagnostic, preventive, curative, and referral services in tribal villages.
12. Spine and Joint health care to reduce musculoskeletal pain, burden and disability in Gadchiroli.

Job Specifications:

- 1) Position: Administrative Officer - Hospital
- 2) Reporting: Joint Director, SEARCH
- 3) Location: Shodhgram, Campus of SEARCH in Gadchiroli district

Job Description

1. Building Maintenance:

- To ensure cleanliness of OPD and internal wards/cabins.
- Taking daily rounds of the hospital building and ensuring prompt redressal of complaints by coordinating with the maintenance department of SEARCH.
- Monitoring the water system in the hospital and ensuring there are no leakage.
- To inspect and give periodic instructions to reduce unnecessary electricity consumption in the hospital. Repair of broken power supply through construction department.
- Managing hospital beds and regular monitoring to ensure they are in good condition.

2. Central Store Management/ Purchasing:

- Monitoring and purchasing stationery required in the hospital.
- Monitoring and purchasing the printing material required in the hospital.
- Maintaining and reporting on Recurring stock and books.
- Entry and record keeping of purchase bills in TALLY.
- Purchase of reagents and instruments required in the laboratory
- To process the purchase of new goods / equipment in the hospital
- Purchase of medicines, preparation of Form A, submission to administrative department and follow up.

3. Quality Check:

- Ensuring that feedback from patients is properly registered, entered and taking appropriate corrective steps.

4. Data Entry and Reporting

- Maintaining documents and uploading them in the portal of charity commissioner.
- Ensuring that the data entry work assigned to nurses are meticulously completed and reporting it monthly.

- Timely uploading of various documents and data related to Bio Medical Waste Management in MPCB portal.
- Ensuring that the daily dashboard is updated.

5.Accounts Section

- Checking the daily collection sheet in the registration and then sending it to the office for depositing the money.
- Revising hospital charges as per budget and ensuring that the same is followed.

6.Renewal of Certificates and MoU

- Renewal of certificates related to MTP, and Sonography and Biomedical Waste collection.
- Renewal of contracts with medicine suppliers and renewing MoU.
- Keeping record of materials received as donation.

7. Documentation and Filing

- Documenting and filing COVID cases reported in the hospital.
- Maintaining phone numbers and e-mails of all Surgeons, Anesthetists.

8. Work planning and Budgeting.

- Preparation of printing material and IT budget.
- Collecting monthly report from each staff on expenses, cross checking it with receipt and then sending the file to accounts department.

9. Communication and Coordination

- Management of hospital canteen.
- Communicating with institute/ individual/ organization where a staff is sent for training and processing their bond processing as per organization rules.
- Communicating with other departments (tribal and MMU department, construction team, construction department, research department, administrative department) and participating in meetings as and when required as a representative of hospital.
- Communicating changes in surgery camps and special OPDs organized in hospital with Community Health Supervisors.
- Communicating with the communications department of SEARCH, various achievements / unique aspects / stories from Special OPDs or surgery camps that can be disseminated through print/ social media.
- Serve as a liaison among directors, medical staff, and department managers.
- Communicating and coordinating with surgeons to plan surgery camps at SEARCH hospital.

10. Recruitment and Human Resource Management

- Creating job description of various vacancies in the hospital department of SEARCH.
- Identifying appropriate mediums for disseminating about the job and publicizing.
- Planning and organizing interview of shortlisted candidates in the hospital.

- Monitoring the attendance of staff and taking corrective steps to ensure that staff are following the norms of the organization.
- Preparing duty schedule, vacations and training for the housekeeping staff.
- Ensuring that all staff are following the schedule as per the daily roaster.

Candidate Profile

1. BAMS/ BHMS/BDS/BSC Nursing/ B. Pharm with MBA in Hospital Administration or similar.
2. 2 years of experience at a healthcare facility as a hospital administrator (preferred).
3. Good knowledge of medical terminologies, regulations, accreditations and medical coding.
4. Critical thinker with strong conceptual and problem-solving skills.
5. Attention to detail with the ability to multi-task.
6. Superb organizational, administrative, and planning skills.
7. Ability to work under pressure and react effectively to emergency situations.
8. Ability to work independently and as part of a team.
9. Excellent documentation, communication, and IT skills.
10. Passionate to work in grassroots.
11. Minimum Commitment of 3 years.
12. Language: English and Marathi (written and spoken).

Benefit package:

1. Salary: Negotiable as per qualifications and experience.
2. Annual increment: Assured as per the policy of SEARCH.
3. Accommodation: Will be provided in the campus as per need (single or family).
4. Other Benefits: Provident Fund, Medical Insurance and Gratuity will be applicable as per the policy of SEARCH.
5. Health Care: Primary health care free in the Hospital of SEARCH
6. Education of Children: Free pick and drop back facility for children in school at the Gadchiroli Town (with CBSE School till 12th standard)
7. Scholarship to children of the Staff for higher education as per policy of SEARCH.
8. Spouse: SEARCH considers the position of the Spouse of the candidate empathetically, and though not assured, strive to explore appropriate job for the spouse based on need and competencies of the candidate.
9. Growth of the Individual: SEARCH strives to provide learning opportunities through mentoring by eminent medical professionals, courses, workshops and visits to the Staff. After first year of being a Consultant Surgeon in SEARCH, the Consultant is encouraged to specialize in streams such as Laparoscopic Surgery, Endoscopy, Plastic & reconstructive Surgery and similar such specialties. The effort of SEARCH is to create a clear career progression path for the Consultant.
10. Leaves: 16 days Summer vacation + 7 days Diwali vacation + 10 Casual Leaves + 12 National Holidays.

Note: Probation period at SEARCH is 1 year.

Send applications to: hr@searchforhealth.ngo

- Mark 'for position of Administrative Officer- Hospital' in subject line of email.
- Visit us on the website at <http://searchforhealth.ngo>