

Job Description

Centre for Migration and Inclusive Development

Job Title: Clinic Assistant cum Driver

Location: Ernakulam, Kerala

Department: Programme

Reports to: Programme Manager

Supervises: None

Grade: Junior Officer

Duration: One Year (Renewable)

Category: Short Term Contract

The Centre for Migration and Inclusive Development is an independent non-profit organisation that advocates for and promotes social inclusion of migrants in India. Established in 2016, CMID's priorities include designing, piloting and implementing programmes for mainstreaming as well as improving the quality of life of migrants. CMID's work also includes technical support in the formulation, refinement and implementation of strategies, policies and programmes that promote inclusive and sustainable development, working with diverse state and non-state actors.

Position Purpose

Kerala has emerged as one of the major destinations of inter-state migrant workers in India. An estimated four to six lakhs of migrant workers live in crowded congested settings in Ernakulam district of Kerala. Most of these workers belong to socially and economically vulnerable populations such as Adivasis, dalits and religious minorities. CMID, in collaboration with National Health Mission, Ernakulam district, Kerala, operates Bandhu Clinics, mobile medical units that periodically visit migrant dense areas in Ernakulam district of Kerala at a time and location convenient to the workers with a team who can communicate with them. Mangalore Refinery and Petrochemicals Limited, Wipro Foundation, ESAF Small Finance Bank, Cochin Shipyard Limited, BPCL Kochi Refinery etc. are some of CMID's partners in operating the mobile clinics.

CMID requires an expert driver with a valid driving license authorized to drive light/heavy commercial vehicles to drive and maintain the mobile medical unit of CMID. He/she will also serve as the Clinic Assistant, supporting the Medical Officer and Nurse in the registration of patients and coordinating with the migrant link workers and CMID outreach staff. He/she should be proficient in Hindi/Bengali/Tamil.

Duties and Responsibilities

- Assist the Medical Officer and Nurse in the operation of the mobile medical unit
- Serve as the driver of the mobile medical unit
- Set up the mobile clinic at a safe spot at the scheduled location

- Register the patients and queue management at the clinic site
- Ensure day to day maintenance of vehicle and equipment
- Coordinate with the NHM link workers and CMID outreach workers at the site for referrals and follow up
- Keep the vehicle logbook and fuel log up to date
- Undertake other relevant tasks assigned by the Reporting Officer

Qualification and Experience

Valid license to drive a light/heavy commercial vehicle with at least three years of experience after obtaining the badge for driving commercial vehicles. Fluency in speaking Hindi/Bengali is a must. He/she should have an educational qualification of matriculation or above. Ability to speak Tamil/Malayalam will be an added advantage. He/she should be willing to work during late evenings and weekends. Work timings will be from 1.30pm to 9.30pm from Sunday to Friday.

Skill Set

- Proficiency in speaking Hindi/Bengali
- Additional proficiency in Tamil/Malayalam is desirable
- Good driving skills
- Good understanding of the traffic regulations in Kerala state
- Good interpersonal skills
- Team player
- Sensitive to the issues of migrant workers

To Apply

Send your CV to jobs@cmid.org.in with a subject line 'Application: Clinic Assistant cum Driver'. Only shortlisted applicants will be contacted. Applications will be accepted till 5.30pm IST on March 31, 2022.