



JOB DESCRIPTION – ASSISTANT MANAGER

JOB TITLE: Asst Manager - Community Outreach

CONFIRMATION DATE: June 1, 2005

DEPARTMENT: Community Outreach

REPORTS TO: Senior Manager - Community Outreach

1. JOB PURPOSE:

To manage and develop the outreach activities at Madurai to improve accessibility to the patients so that ultimately utilization of Aravind Eye Hospital services is increased

2. DIMENSIONS OF RESPONSIBILITIES :

Community Outreach Department office and field staff

3. KNOWLEDGE

For performing this role effectively it is expected that the person develops his/her knowledge related to

- Eye-Care – Anatomy, Physiology of eye to Eye Diseases
- Role of Government in eye care – NPCB, DBCS
- Magnitude of Eye Care and Demography of Service Area
- GIS

3. RESPONSIBILITIES:

Your responsibility will have dual roles

Operational:

In this role you will be expected to ensure that routine functioning of the department is enhanced. This includes:

- Coordinate movement planning for camp organizers
- Plan the human resource requirement for camps
- Understand the output per camp and the reasons for success or failure of camps
- Build rapport with existing sponsors, receive sponsor in the hospital and provide necessary guidance
- Coordinate with transport manager for vehicles
- Monitor the follow up rate of the camps, the number of patients per camp
- Coordinate sponsors meeting for Madurai
- Ensure effective use of GIS by the community outreach department to increase better utilization of resources and for ensuring better reach
- Facilitate the development of the outreach programme by collating and presenting performance data from Madurai
- Maintain records and statistics of all camp related activities
- Facilitate the development of annual plans and targets by providing support and guidance to camp organizers through the development of annual plans, monthly schedules and weekly movements which will achieve target
- Coordinate and monitor all DBCS related activities
- Study cost per district and correlate with DBCS grant
- Calculate and monitor the cost factor per patient for various types of community

outreach activities

- Coordinate training and teaching of existing programmes offered by the community outreach department
- Other work as provided by the management

Developmental:

In this role you will be expected to initiate new activities which will contribute to the development of your department.

- Increase direct free patients
- Work on monitoring other community outreach activities- CARE project etc..
- Support the orientation of new camp organizers by providing them with the baseline information such as services and geographical information, population for the area concerned and secondary data in order to assist them in identifying potential areas and sponsors.
- Improve quality of care provided to patients through the community outreach activities

Initiate, identify and provide training to camp organisers as well as others concerned on topics which will improve their effectiveness

4. WORKING RELATIONSHIPS.

- The various stakeholders of community outreach programme including the people in the community, sponsors, volunteers, patients
- Liaison with funding agencies
- Other department staff as necessary

5. FREEDOM TO ACT (AUTHORITY)

- Expected to make decisions related to better project management

6. PROBLEM SOLVING

- Settle issues for smooth running of the project
- The challenge of settling into a role where other co-workers are more experienced and also older in age

Signatures

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(Job holder)

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(Date)

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(Senior Manager – Community Outreach)

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(Date)