

JOB DESCRIPTION

Indenting Organization: SHAH SATNAM JI RESEARCH AND DEVELOPMENT FOUNDATION

Job Title: General Duty Assistant (Teacher)

Job Type: Full-time

Job Location: Sirsa, Haryana

❖ ABOUT THE ORGANIZATION AND ROLE

SHAH SATNAM JI RESEARCH AND DEVELOPMENT FOUNDATION is seeking qualified, dedicated and motivated candidates for healthcare training and administrative positions. The organization requires healthcare trainers to deliver theoretical and practical training, develop students' professional skills and promote quality healthcare education.

Selected candidates should demonstrate professional conduct, effective communication, relevant qualifications and a commitment to their assigned responsibilities.

❖ KEY RESPONSIBILITIES

1. General Duty Assistant- (Teacher)

- Conduct theoretical and practical healthcare training sessions.
- Train students in patient care, hygiene, infection prevention and patient safety.
- Provide relevant training in maternal and newborn care, critical care, dialysis or parturition according to assigned electives and professional competence.
- Demonstrate appropriate patient handling and basic healthcare assistance procedures.
- Prepare lesson plans, practical demonstrations and student assessments.
- Maintain attendance, training records and performance reports.
- Follow applicable healthcare training standards and safety guidelines.

❖ MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE

Candidate Having Diploma in General Nursing and Midwifery (GNM) OR B.Sc. Nursing OR M.Sc. Nursing from a Recognized University/Institution with Minimum 1 Year of Relevant Experience.

❖ REQUIRED SKILLS

- Good communication and interpersonal skills.
- Professional attitude, discipline and punctuality.
- Ability to work independently and as part of a team.
- Strong organizational and documentation skills.
- Ability to maintain confidentiality and follow organizational procedures.
- For healthcare trainers: relevant clinical knowledge, teaching ability and practical training skills.
- For the Receptionist: computer proficiency, accurate data entry and visitor-management skills.

❖ SELECTION CRITERIA:

Candidates will be shortlisted based on their educational qualifications, relevant professional experience, technical knowledge, communication skills and compliance with the applicable eligibility requirements.

Application Documents: Updated resume, educational certificates, experience certificates and other relevant professional documents.