



## **JOB DESCRIPTION**

### **DISABILITY DEPARTMENT NURSE/SOCIAL WORKER VOLUNTEER**

#### **Summary:**

The volunteer for the Disability Department (D.D) works at the clinics in Talapark, as well as in the Calcutta Rescue schools.

The patient group consists mainly of children and sometimes adults with learning disabilities, behavioral problems, mental, sensory and/or physical disabilities

#### **Responsibilities of the volunteer:**

To engage with all stakeholders, particularly the patient to ensure the best interests of the patient and to act in an empathetic and caring manner at all times. The volunteer would be required to **observe and advise the Disability Department Supervisor (D.D.S) on the following:**

1. Conducting initial assessments of patients with disabilities attending Calcutta Rescue Clinic at Talapark and Special School at Belgachia.
2. Formulating an individual Care Plan of action based on the assessment findings to meet the patient's needs.
3. Reviewing the Care Plan, and ensure that it is up-to-date to guarantee quality of service
4. Advising patients and their families about health, diet, exercise, obtaining additional support, and utilizing outside resources.
5. Develop knowledge through training and orientation to the Staffs and caregivers on issues like Women's Rights, Gender, Sexual & Reproductive Health rights, Disability Legislations, Policies & Schemes, responding to violence etc.
6. To put special emphasis on women with disabilities as Girls/ women with disabilities face discrimination and sexual abuse in every sphere of life.
7. Adding more creative ideas related to cultural therapies
8. Bringing concerns about the patient's (health) situation to the attention of the doctors
9. Identify any useful appliances or support services necessary to improve the general well being and safety for the patient.
10. Identifying and referring patients to other services as necessary, for example; vocational training establishments, Residential care, Rehabilitation Centers etc.

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11. Monitoring the budget of the Disability Department, to ensure that the budget is current every 3 months
12. Attending Medical Audit Meeting of Doctors' and volunteer meetings.

**Observe and advise the D.D staff in the following**

1. Doing follow-up appointments to review the effectiveness of any programs/treatment for the patients, so continuation of care will be maintained.
2. Research of local facilities available for people with disabilities and update the Directory of Services.
3. Monitoring the effectiveness of current service providers in place for patients and manage relationships with new providers.
4. carry out the monthly administrative tasks, as they are enlisted in their working schedule, to ensure continuity and efficiency in their way of working

**Introduce and/or implement your own knowledge and skills to create a significant contribution to the quality of care for our patients within the Disability Department**

**Qualifications/Experience:**

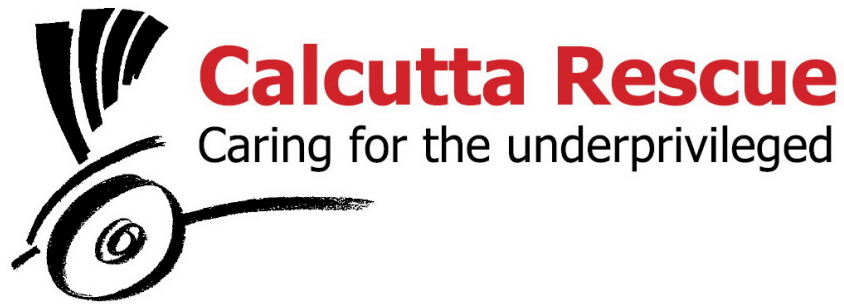
- A Higher Nursing qualification with at least 2 years post-qualifying experience in working with people with disabilities.  
A nurse with rehabilitation experience would be ideal but this is not essential
- Another professional qualification such as Social Work or Special Needs Teaching with 2 years experience of working with people with disabilities
- Organization skills

**Other Desirable Skills/Qualities:**

- Experience of working in a developing country
- Experience of liaising with other agencies
- Experience of supervision and training of staff
- Communications skills
- Excellent verbal and written English
- Ability to take initiative and work with little support
- Ability to use WP/computer
- Flexibility
- Commitment to volunteering overseas

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Updated by Sonamon supervisor Disability Department on 30.08.2016

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