



JOB DESCRIPTION **MIDWIFE**

Hours:

40 hours over 5 days

Reporting to:

Deputy Chief Executive Officer (Health & Operations)

Accountable to:

Clinical Coordinator, Volunteer Coordinator & CEO

Summary:

The Volunteer Midwife at our Tala Park clinic has a supervisory role, working with the staff of the Mother and Child Health section (MCH) to provide the best possible care for the patients.

Programs run in the MCH include an ante-natal clinic, postnatal clinic, an infant feeding program for malnourished infants children under 5 years, immunization program, family planning and health education. The volunteer has essentially a supervisory and teaching role with special attention on monitoring documentation.

The volunteer is required to attend the clinic in the morning and complete any computer work, administrative paperwork and attend meetings in the afternoon.

Responsibilities:

- Although essentially a supervisory role, there is some hands on care in this position. The volunteer must ensure all programmes are running well, and help and deal with problems as they arise.
- Supervise ante-natal programme, ensuring correct admission, monitoring and documentation of the care of pregnant women. This includes supervision and teaching in the following areas: - recording of B/P, weight, urinalysis, abdominal palpation and ensuring routine bloods are ordered, tetanus toxoid vaccine is given as necessary and appropriate medication given.
- Ensure correct detection of complications and appropriate referral to supplements and vaccinations are administered.
- Supervise Supplementary Feeding program (SFP), ensuring proper care and monitoring of the condition of extremely malnourished infants and children.

85 Collin Street, 4th Floor, Kolkata 700016, India
Tel: + 91 33 2249 1520 – Fax: + 91 33 2217 5675
info@calcuttarescue.org – www.calcuttarescue.org

WB Societies Reg No: S/67495/91-92; FCRA Reg No: 147120588

Local Donations are fully exempted **u/s 35AC for corporates & u/s 80GGA for individuals of the Income Tax Act**



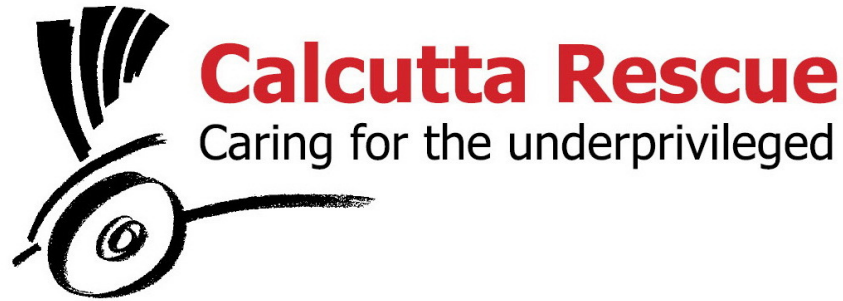
- Ensure nutritional supplements and medications are administered, children with special needs are referred correctly (e.g. hospital admission, physiotherapy) and mothers receive appropriate education to enable them to restore their child to health.
- Supervise and support staff, maintain motivation, encourage good performance.
- Assist with staff performance reviews.
- Identify staff training needs and participate in training where appropriate.
- Hold continuing education classes for MCH staff to improve their knowledge and clinical skills.
- Liase with Health Education Co coordinator to monitor and improve health education given.
- Supervise the collection of monthly statistics. Evaluate and analyse as required.
- Assist the MAC (Medical Audit Committee) with improving working practices and updating protocols. Assess and evaluate each program by collecting data for continuing statistical monitoring.
- Update practices as appropriate, in line with developments in primary health care.
- Ensure equipment used in MCH is used, maintained and sterilised as required correctly.
- Establish contact with and visit other health organisations where appropriate.
- Use knowledge of research based practice to update and present new guidelines/protocols to the Medical Audit Committee or Doctors Meeting and update practice as required.
- Contribute cohesive reports for submission to Quarterly reports and Support Groups.
- Attendance at meetings: Volunteer, MAC (Medical Audit Committee) and Doctors meeting.
- Work alongside Clinic Coordinator and Volunteer Coordinator on any relevant tasks assigned to improve clinical practice or increase the profile of Calcutta Rescue.
- Work alongside other volunteers on a rota basis at the weekly Fairtrade Handicraft stall operated by Calcutta Rescue.
- Maintain high standards of professional practice and competence in line with nursing code of conduct or relevant professional body and local health authorities.

Essential Qualities:

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- Registered midwife with experience in providing training and mentoring to other staff.
- Good interpersonal/ communication skills
- Good knowledge of written and spoken English
- Computer literate
- Flexibility/Adaptability with a sense of humour
- Ability to work well in a multicultural team
- Commitment to volunteering overseas

Desirable Qualities:

- Management experience
- Knowledge of tropical medicine
- Travel or work experience within a developing country
- Knowledge of Bengali or Hindi Language

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