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**DOCTORS for seva**  
serving with compassion

## Telemedicine Project Coordinator- Tele caller

### *Job Description*

At Doctors for Seva, we pride ourselves serving with compassion. The driving force behind all our projects is the presence of skilled and dedicated Leaders and Co-ordinator's. We are searching for a highly-skilled Project coordinator to contribute to the Telemedicine project aiming at implementation in communities and to help us to drive the project innovatively. The ideal candidate will have project management experience as well as a strong work plan, Organize and tele caller skills. He/she will be expected to drive the project in implementation, prepare and present progress updates to appropriate management channels on a regular basis, ensuring the innovation we seek is being achieved.

### **About the project**

- Use of digital information and communication technologies, such as computers and mobile devices, to access health care services remotely and manage patients' health care.
- Telemedicine enables remote physicians to see patients virtually whenever and wherever needed. With video or audio equipment, medical professionals can meet with patients to diagnose, treat, and perform follow-up care like any traditional medical visit.

This Project provides;- Personal health records, Virtual appointments/consultations, Specialized Doctors, Medicines, and Counselling for the needy.

### *Roles & Responsibilities:*

The role of the Telemedicine project Coordinator -Tele caller will be to manage and monitor the consultation appointments

### **Objectives of this Role:**

- Receiving calls from the patients & schedule an appointment to the doctors
- Maintain track of the project
- To be a bridge between the doctors and the community
- Ensure resource availability at the allocated location
- Calling volunteers & Doctors
- Willing to travel at project locations

### *Daily and Monthly Responsibilities*

- Develop and maintain a good relationship with doctors & Community
- Maintain monthly reports/dump on the project performance.
- Monitor doctor's & health workers attendance on a regular basis
- Maintenance technology tools – Glitches and errors, downtime occurs in the applications report to the vendor & respective team
- Manage a database of project locations

### *Selection Criteria*

Age	21 yrs to 35yrs
Education	A degree in any field
Languages needed	English, Kannada, Telugu, Hindi, Tamil (Optional)
Commitment	1 year
Job location	Bangalore, Konankunte - 560062
Work Timing	10:30 am – 7:30 pm, availability on Sundays – depending on the activity
Salary	<b>Rs.2.4 L to Rs.2.6 L per Annum based on experience</b>
Skills	<ul style="list-style-type: none"><li>• Strong working knowledge of MS Word, Excel, PowerPoint etc.</li><li>• Use of the internet, e-mail, etc.</li><li>• Excellent spoken skills in all the mentioned languages - English, Kannada, Telugu, Hindi, Tamil (Optional)</li><li>• Strong written and verbal communication skills, preferred English and Kannada.</li><li>• Good Presentation skills</li><li>• Hands-on experience using technology tools</li></ul>
Other requirements	<ul style="list-style-type: none"><li>• The person should be ready to travel as the work requires 20% fieldwork</li></ul>

**If you are interested, please send your resume to [hryfs@youthforseva.org](mailto:hryfs@youthforseva.org) and copy to [sandesh.s@doctorsforseva.org](mailto:sandesh.s@doctorsforseva.org) with the subject line “Telemedicine Project Coordinator-Telecaller”**