



Job Description for Nurse-Cum-Project Coordinator

Job Title: Nurse-Cum-Project Coordinator

Project Title: Phygital PHC Telemedicine Project

Location: Tinsukia, Assam

Work Schedule: 6 Days per Week

Positions: 02 positions

Company Name: Telerad Foundation

Travel involved: Local travel

About Telerad Foundation

The Telerad Foundation (TF) is Bengaluru-headquartered global not-for-profit social organization working to make high-quality healthcare accessible and affordable to people everywhere, regardless of their geography and economic status. We believe that health, our most precious gift, is a fundamental right; it is only when we are healthy that we can learn, work, grow, and support ourselves, our families and our communities.

About the Project:

The Phygital PHC Telemedicine Project combines telehealth and on-ground healthcare to serve rural and underserved communities. Since Jan 2022, it has delivered over 260,758 telehealth consultations, 9,459 screenings for eye & breast health, and 107,212 NCD screenings. Phase 2 expands across 20 telehealth facilities in Maharashtra, Gujarat, Karnataka, Uttar Pradesh, and Assam, serving 1.5 million people. Key focus areas include NCD management, nutrition, early detection of cancers, vector-borne disease prevention, and health awareness.

Work Location, Timing & Reporting:

You will be based at one of the two state MPHCs in Tinsukia district: Shantipur MPHC or Bandarkhati MPHC. Work will follow a general shift, with weekly offs aligned to the MPHC schedule. You will coordinate closely with the Medical Officer (MO) and senior staff at the dispensary and report to your assigned Telrad Foundation manager based in Bengaluru.

Key Responsibilities:

Clinical:

- Patient registration, assisting doctors, dispensing medicines
- Conducting tests, camps, and home visits
- Maintaining online OPD records
- Health education sessions (reproductive health, HIV/AIDS, adolescent health)



- Referring patients to specialists and participating in health melas

Outreach:

- Social/resource mapping, distributing IEC materials & healthcare products
- Building rapport with beneficiaries, local leaders, and authorities

Administrative:

- Coordinate with PHCs, CHCs, PRI members, and other stakeholders
- Ensure project deliverables, organize BCC events, supervise telehealth center
- Maintain records, monthly reports, legal/compliance documents
- Adhere to SOPs and report online on time
- Other tasks assigned by management or doctors

Qualifications & Experience:

- GNM or equivalent with up to 1-year experience (healthcare/hospital/public health experience preferred)

Skills & Competencies:

- Strong communication, problem-solving, and analytical skills
- Compassionate, reliable, resilient, and professional
- Knowledgeable about healthcare sector and evidence-based care
- Computer & mobile literate
- Ability to prioritize, liaise with teams, and maintain confidentiality

Professional Requirements:

- Neat appearance, punctual, comply with regulations
- Represent the organization positively
- Participate in continuous learning and quality improvement

Application Process

Interested candidates should email their detailed CV to **info@teleradfoundation.org**. Please name your file as **“Your Name – CV”** and mention **“Nurse-Cum-Project Coordinator”** in the email subject line.

HR, Telerad Foundation

Plot No. 7G, Ground Floor, Council Khata

180/63 Vishveshwarya Industrial Area

Opp. Graphite India, Whitefield, Bangalore - 560048

Tel: +91 901 996 1400

Email: info@teleradfoundation.org

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