

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

### **Summary:**

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

The patient group consist 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 advice the Disability Department Supervisor (D.D.S) on the following :**

1. Conducting initial assessments of patients with disabilities attending Calcutta Rescue Clinics (Talapark, Sealdah) and Schools
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. Deliberating on all concerns about the patient's (health) situation to the attention of the Doctors so that they can recommend the best course of treatment
6. Identify any useful appliances or support services necessary to improve the general well being and safety for the patient.
7. Referring patients to other services as necessary, for example; vocational training establishments, Residential care, Rehabilitation Centers etc.
8. Monitoring the budget of the Disability Department, to ensure that the budget is current every 3 months
9. acquiring support, special equipment or payment fees for patients by attending the appropriate scheduled meeting for approval i.e. Medical Audit Meeting of Doctors' meetings.
10. maintaining and/or improving continuity and efficiency in the care of the patients

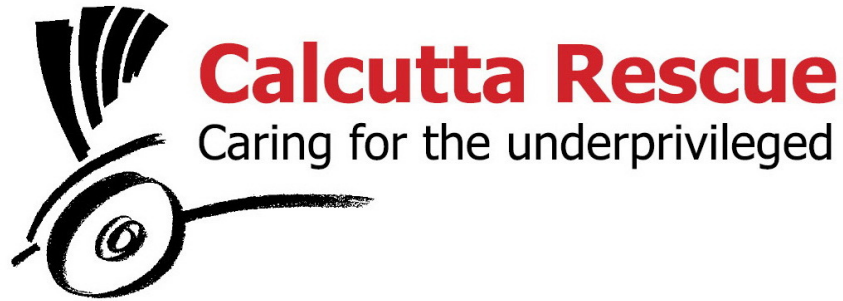
### **Observe and advice the D.D staff in the following**

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Tel: + 91 33 2249 1520 – Fax: + 91 33 2217 5675  
[info@calcuttarescue.org](mailto:info@calcuttarescue.org) – [www.calcuttarescue.org](http://www.calcuttarescue.org)

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1. Doing follow-up appointments to review the effectiveness of any programs/treatment for the patients, so continuation of care will be maintained.
2. Updating the Disability Department section of Calcutta Rescue website.
3. Research of local facilities available for people with disabilities and update the Directory of Services.
4. Monitoring the effectiveness of current service providers in place for patients and manage relationships with new providers.
5. 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.  
Preference goes out to a Rehabilitation Nurse, but it's 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
- Good 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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