JOB DESCRIPTION

Indenting Organization: Shah Satnam Ji Research and Development Foundation
Job Title: Diabetes Care Assistant (Teacher)
Job Type: Full-time
Job Location: Sirsa, Haryana

❖ ABOUT THE ORGANIZATION AND ROLE

Shah Satnam Ji Research and Development Foundation is seeking qualified, dedicated and motivated candidates for healthcare training and administrative positions. The organization requires healthcare trainers to deliver theoretical and practical training, develop students' professional skills and promote quality healthcare education.

Selected candidates should demonstrate professional conduct, effective communication, relevant qualifications and a commitment to their assigned responsibilities.

❖ KEY RESPONSIBILITIES

Diabetes Care Assistant (Teacher)

- Conduct classroom and practical sessions related to diabetes care and patient education.
- Explain diabetes, its risk factors, prevention and common complications.
- Train students in blood glucose monitoring and related safety procedures.
- Educate students about healthy eating, physical activity and lifestyle management.
- Explain patient counselling, communication and documentation practices.
- Assess student performance and maintain training records.
- Follow appropriate clinical guidance, confidentiality and infection-control procedures.

❖ MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE

B.Sc. with 6 Years of Relevant Experience

OR

Graduate with Diabetes Educator Diploma and 7 years working experience in diabetes clinic and 1 year of teaching experience.)

❖ REQUIRED SKILLS

- Good communication and interpersonal skills.
- Professional attitude, discipline and punctuality.
- Ability to work independently and as part of a team.
- Strong organizational and documentation skills.
- Ability to maintain confidentiality and follow organizational procedures.
- For healthcare trainers: relevant clinical knowledge, teaching ability and practical training skills.
- For the Receptionist: computer proficiency, accurate data entry and visitor-management skills.

❖ SELECTION CRITERIA:

Candidates will be shortlisted based on their educational qualifications, relevant professional experience, technical knowledge, communication skills and compliance with the applicable eligibility requirements.

❖ **Application Documents:** Updated resume, educational certificates, experience certificates and other relevant professional documents.