

Position open for a coordinator to manage the day to day operations of Child Development Center (Center for providing services to children with special needs).

Experience: Relevant experience of working as a coordinator or in corporate (at least 5 years)

Educational Qualifications: M.B.A or Masters in Relevant Field.

Location of Work: Budgam

Salary: No Bar as long as the person comes with relevant credentials.

Responsibilities for Coordinator

- Day to day management of the center which includes scheduling, assets inventory management, financial reporting etc.
- Coordinating within the team.
- Reporting to senior management.
- Meet with clients and their families to ensure their needs are being met and resolve any issues or complaints that arise.
- Receiving and answering emails, telephone calls and addressing the walk-ins.
- Scheduling appointments for patients and therapists.
- Guiding staff and patients through admissions and correct medical administrative protocols
- Checking and verifying information on patient medical records to ensure appropriate clinical records are kept.
- Coordinating patient care plans by liaising with all necessary medical professions to ensure patient needs are met.
- Develop and maintain service SOPs for the Centre consistent with regulatory frameworks & quality standards
- Develop and maintain appropriate systems to manage the operations of center (e.g. client management, rostering, payments systems, etc.).
- Use computer software to admit and discharge clients, coordinate follow-up appointments and refer clients to specialists as needed.
- Mastermind ways to improve the quality of client care provided by the facility.
- Create efficient systems and workflows within the center.
- Manage the center budget and ensure that the facility is adequately equipped.
- Provide top of the line service while remaining mindful of the limitations.
- Ensure cost effective management of facilities, equipment & supplies
- Maintaining adequate medical supplies for the facility.
- Monitoring other staff members' performances.
- Ensuring that forms and documents are correctly filled in.
- Handling complaints and queries professionally.
- Communicate & implement company policies, responsibilities, events & other info to staff.
- Ensure privacy requirements are met.
- Provide daily arrival and dismissal responsibilities.
- Build & maintain relationships with referral networks and relevant associations.
- Support government related initiatives and fundraising activities for the centre.
- Support PR initiatives for the centre and engagement with educational institutions.