

Category: NGO/Development

Medical Assistant

Eco-Social Development Organization (ESDO)

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Vacancy

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Job Context

Eco-Social Development Organization (ESDO) started its journey in 1988 with a noble vision to stand in solidarity with the poor and marginalized. Being a peoples` centered organization, ESDO envisioned for a society which will be free from inequality and injustice, a society where no child will cry from hunger and no life will be ruined by poverty. Near about three decades of relentless efforts to make this happen, ESDO has embraced new grounds and opened up new horizons to help the disadvantaged and vulnerable people to bring meaningful and lasting changes in their lives. During this long span, ESDO has adapted with the changing situation and provided the most time-bound services especially for the poor and disadvantaged. A community focused and people centered approach has been adapted by ESDO while consideration was given to the national policy and Sustainable Development Goals (SDGs) as its guiding principle. ESDO is one of the most dynamic organizations expanding its development interventions across 331 upazilas under 51 districts of Bangladesh covering over 10 million poor and vulnerable people. ESDO is inviting applications from interested qualified candidates for the following position. It a core position of the organizations.

Job Responsibilities

- Helps patients by providing medical information, services, and assistance.
- Verifies patient information by interviewing patient, recording medical history.
- Prepares patients for examination by performing preliminary physical tests; taking blood pressure, weight, and temperature; and reporting patient history summary
- Maintains medical supplies inventory and performing preventive maintenance to keep medical equipment operating.
- Perform a secondary survey & manage patient according to problem
- Documentation of all observations, interventions, assessments, changes in condition and advice given.
- To assess scene and condition of casualty in case of emergency situation
- To provide care to stabilize / treat patient(s) before transfer to site First Aid Clinic or Site Clinic if nearest.
- To transfer patient(s) to nearest site First Aid clinic or Site Clinic according to medical condition.
- To consult outside medical support to obtain advice (as required) on diagnosis / treatment, if appropriate.
- To communicate Medevac requirement - notify Incident Coordinator of required Medevac Response, if needed.

- To accompany patient(s) to most appropriate reference hospital (if medevac required).

Employment Status

Full-time

Workplace

- Work at Office

Educational Requirements

- Diploma in Medical Assistant/Paramedics

Experience Requirements

- At most 2 year(s)

Additional Requirements

- Age at most 35 years
- Both males and females are allowed to apply
- The applicants should have experience 2 years in the following area- medical information, services, and assistance.

Job Location

Lalmonirhat

Salary

Tk. 18085 (Monthly)

Compensation & Other Benefits

- As Per Project Allocation

Job Source

Bdjobs.com Online Job Posting.

Read Before Apply

ESDO does not tolerate any child & youth abuse. So, if you have any history of child & youth abuse in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

***Photograph must be enclosed with the resume.**

Apply Procedure

Interested candidates are requested to submit their resume with cover letter along with recent 02 copy of Passport size Photo, photocopy of all academic and experience certificates, NID card /Citizenship certificate including mentioning two references with email on CVs. Applications should reach within 21/09/2023 by post or Currier or hand to hand delivery to: Head of HR, Human Resources Department, Eco-Social Development Organization (ESDO), College Para (Gobindanagar), Thakurgaon-5100, Bangladesh or apply through <https://career.esdo.net.bd/> . Applications should be submitted within 21/09/2023 by 5.00PM.

Application Deadline : **21 Sep 2023**

Published On

17 Sep 2023

Company Information

Eco-Social Development Organization (ESDO)

Address : Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh
