

Job Description

Organization

The Blind Relief Association (BRA), Delhi is a premier non-governmental organization dedicated to the education, vocational training, and rehabilitation of persons with visual impairment. The Association operates a Senior Secondary School for the Blind, a Teacher Training College, various computer & vocational training programmes, and residential hostel facilities catering to nearly 350 visually impaired children and adults.

Position: Female Nurse

About the Role

The Blind Relief Association is seeking a compassionate, dedicated, and qualified **Female Nurse** to provide quality nursing care and medical assistance to the visually impaired students and trainees residing in the hostel. The Nurse will be responsible for administering medical care, maintaining health records, coordinating with the Medical Officer, providing assistance to doctor and promoting the overall health, hygiene, and well-being of the residents.

Educational Qualification

- Diploma or Degree in General Nursing (B.Sc. Nursing) from a recognized institution.
- Valid Nursing Registration with the State Nursing Council.

Experience

- Minimum 3 years of nursing experience in a hospital, educational institution, residential school, hostel, or similar healthcare setting.
- Experience in working with children or persons with disabilities will be an added advantage.

Salary

As per Association's rules and qualifications and experience of the candidate.

Working Hours: 8 hrs

Key Roles & Responsibilities

1. Medical Care

- Work under the guidance and supervision of the Medical Officer.
- Provide nursing care and medical assistance to students and trainees residing in the hostel.

- Dispense and administer prescribed medicines and injections as directed by the Medical Officer.
- In emergencies, provide immediate first aid and necessary nursing care until medical assistance is available.
- Attend promptly to incidents of illness, injury, or medical emergencies within the hostel and campus.

2. Patient Care & Follow-up

- Monitor the health condition of sick students and ensure timely follow-up of treatment.
- Ensure that prescribed medicines, therapeutic care, and special diets are provided to students as advised by the Medical Officer.
- Accompany students to hospitals or healthcare facilities whenever necessary and coordinate their treatment and return.
- Provide emotional support and reassurance to students during illness or medical treatment.

3. Medical Room & Inventory Management

- Maintain the Medical Room in a clean, organized, and fully functional condition.
- Ensure proper storage, handling, and stock management of medicines, medical supplies, and equipment.
- Monitor medicine inventory and report requirements for replenishment in a timely manner.

4. Record Keeping & Reporting

- Maintain accurate records of:
 - Medicines purchased, received, and issued.
 - Student and trainees medical histories and treatment records.
 - Incidents of illness, injury, and emergency care.
 - Daily health status and follow-up of patients.
- Submit daily or periodic health reports to the Principal, Medical Officer, and Management, as required.

5. Health, Hygiene & Preventive Care

- Promote awareness regarding personal hygiene, sanitation, nutrition, and preventive healthcare among students.
- Monitor hygiene standards in the hostel, kitchen, dining hall, and medical room, and report any concerns to the concerned authorities.

- Assist in organizing health check-ups, vaccination programmes, and health awareness activities.

6. Coordination

- Work closely with the Medical Officer, Hostel Wardens, Administration, and other support staff to ensure the health and well-being of students.
- Coordinate with parents/guardians, hospitals, and healthcare providers whenever required.

7. Emergency Responsibilities

- Remain available to respond to medical emergencies as required.
- Provide emergency nursing care during accidents, illness, fire, natural calamities, or other emergencies, following the institution's Standard Operating Procedures (SOPs).

8. Student Welfare

- Treat all students with kindness, dignity, empathy, and professionalism.
- Maintain confidentiality of students' medical information.
- Foster a caring, supportive, and healthy environment for all residents.

9. Other Responsibilities

- Assist in health-related administrative work, documentation, and surveys whenever required.
- Perform any other duties assigned by the Medical Officer or Management in the interest of the Association.

Essential Skills & Competencies

- Sound clinical and nursing knowledge.
- Ability to handle medical emergencies calmly and efficiently.
- Good communication and interpersonal skills.
- Strong record-keeping and organizational abilities.
- Compassionate, patient, and service-oriented attitude.
- Ability to work independently as well as collaboratively with multidisciplinary teams.
- Basic computer knowledge for maintaining medical records is desirable.

How to Apply: Please submit your updated resume, a cover letter detailing your relevant experience, and a brief statement explaining your interest in working with the Blind Relief Association, Delhi at careers@blindrelief.org

Deadline: Applications close on **23 August 2026**