

Job Vacancies at RTM International

Job Circular No.: 20250703-012(12)

Position: Referral Escort (Community Paramedic)

Location: Bhasanchar

Number of Vacancies: 03

Reports To: Senior Medical Officer/Hospital Coordinator

About RTMI:

Research, Training and Management International (RTMI) is a non-profit, women-led resource organization established in 1994 transforming development landscapes across Bangladesh including Cox's Bazar, Bhasanchar and Sylhet.

Job Responsibilities:

The Referral Escort will be responsible for accompanying emergency and planned patient referrals from Bhasanchar to Noakhali Sadar Hospital (250-bed) and onward to Chattogram Medical College Hospital, ensuring safe transfer, documentation, and logistical coordination. The escort will be a trained Community Paramedic, capable of delivering basic medical support and acting as a liaison between the referring and receiving facilities.

Key Responsibilities:

- Accompany referred patients from Bhasanchar PHC/20-bed hospital to higher-level facilities (Noakhali Sadar Hospital, Chattogram Medical College Hospital) via water ambulance and ground transport.
- Verify referral documentation including referral card, patient booklet, and medication/treatment vouchers prior to departure.
- Provide basic clinical support to patients during transit, including first-aid, vital signs monitoring, and emotional support.
- Ensure that referred cases are registered properly in the referral register and all accompanying documents are maintained.
- Communicate with the receiving hospital staff and ensure a smooth handover of the patient, records, and any prescribed medications.
- Report any problems related to transport, meal or medicine costs, delays, or clinical deterioration to the Project Coordinator or Hospital Coordinator immediately.
- Maintain accurate digital and manual records of each referral trip and input data into referral tracking databases (e.g., Excel, Kobo).
- Coordinate with the Hospital Coordinator and Program Manager for monthly referral data consolidation and quality assurance.
- Provide community-level follow-up support if required and support awareness-raising on referral policies among health staff and beneficiaries.
- Cover the role of Community Paramedics or provide logistical support to other field sites in times of need.
- Uphold patient safety, confidentiality, and professional ethics at all times.
- Perform any other duties assigned by RTMI authority to support smooth referral and health service delivery.

Employment Status:	Contractual (05 months, may extend later)
Salary:	As per organization policy
Job Location:	Bhasanchar
Educational requirements:	<ul style="list-style-type: none"> ▪ Community Paramedic Course with Certificate from Bangladesh Nursing Council.
Experience and other Requirements:	<p>Minimum 1–2 years of relevant experience, preferably in low-resource or humanitarian settings.</p> <p>Additional competencies:</p> <ul style="list-style-type: none"> • Prior experience in emergency response or in resource-limited settings like Bhasanchar or FDMN camps is highly desirable. • Strong patient care, teamwork, and communication skills. • Willingness to be stationed in a remote location and work in challenging conditions. • Fluency in Bangla; basic English is preferred; knowledge of local dialect is an advantage.
Compensation & other benefits:	As per organization policy
Last date of submission:	12 July 2025
Applying to:	Job04@rtm-international.org

Read Before Apply:

The incumbent will maintain and abide by the RTM International Code of Conduct in discharging any duties in the refugee camps (while interacting/treating/counseling the refugee population) and commit to abide by the PSEA core principles and other issues.

Attention:

RTM International has a Policy regarding Protection against Sexual Exploitation and Abuse (PSEA), a Gender Policy, and a Child Protection Policy. The organization has a Policy of Zero Tolerance regarding this issue. Candidates having knowledge of PSEA will be preferred. Female candidates are encouraged to apply.

Application Instruction

Job Circular No.:

(Applicant must mention job circular no. & Position in E-mail Subject Line)

Interested candidates may apply to **the Director (Administration), RTM International, 581 Shewrapara, Mirpur, Dhaka 1216** by sending their application and details CV along with recent passport size photographs, copy of NID, copy of all academic certificates and contact details **on or before 12 July 2025** to E-mail address: job04@rtm-international.org (**indicating Circular No. & Position name in the Subject line**).

Submit your CV as per RTM International's CV format file (CV download Link: <http://rtm-international.org/478/>).

Only short-listed candidates will be called for interview.
No TA/DA will be provided for attending the interview.

Director (Administration)