

## PROJECT COORDINATOR :

- Coordinating the team, managing the rehabilitation centre and looking after the team for smooth functioning.
- Looking after the administrative roles and overall duties, overall responsibility of centre, staff allocation and appointment of job, maintenance of attendance record and looking after various disciplinary duties.
- Preparing Half-yearly/Annual report and application forms for grant purposes.
- Check whether the records are maintained properly as per minimum standards of Care.
- Liaison and collaborating with various Governmental and Non-governmental Organization for raising funds dealing in the field of Mental health/Addiction.
- Facilitates the development of various therapies that is undertaken in the centers as well as to prepare the Administrative manual along with the support of other team mates.