

Date: 25th July 2026

Advertisement

Applications are invited for filling up the following temporary post of **Patient Care Co coordinator (Rare Diseases)** in the **Department of Pediatrics**, Seth GS Medical College & KEM Hospital, Mumbai 400 012.

Post of Patient Care Coordinator (Rare Diseases) -A trained professional & responsible for on boarding Rare Disease patients and determining their needs, developing care plans, coordination support between CoE, KEM Hospital & patient-care services, educating them about their condition, identify Funding needs and working closely with the ORDI team and the CoE team to evaluate interventions. **1 Post**

Qualification – Bachelor's degree in any discipline with relevant experience. Candidates with a degree, and prior experience in Social Work will be preferred.

Job Description:

- Support Rare Disease Patients registrations at CoE, including documentation, Data entry support for Financial Assistance at CoE.
- Assist the Medical Team with Clerical works like filling up of mandatory forms, collect – update and report necessary data.
- Coordinate with other health care providers and specialists to set up patient appointments and treatment plans
- Coordinate with patients and family members to discuss their health problems with Treating Physicians.
- Educate patients about their condition, medication, and give them specific instructions as advised by the Treating Doctors.
- Check-in on the patient regularly and evaluate and document their progress.
- Coordinate for regular Medical Camps and awareness activities.
- Coordination support between CoE for Rare Diseases, KEM Hospital, ORDI and Patient
- Assist the care team with developing and accessing health interventions.
- Attend ongoing training and courses to keep abreast of new developments in health care.
- Assist with securing funding for non-medical support as required by the patient.
- Assist patients to secure funding through CSR and Crowd funding portals wherever needed.
- Treat patients with empathy and respect and conduct oneself in a professional manner.
- Comply with organizational guidelines and health care laws and regulations.

Remuneration: Rs.30000 per month (consolidated) and will be fixed commensurate to experience.

The tenure of the post will be for a period of 12 months only and is purely of a contractual nature. The post would automatically cease after completion of 12 months or earlier in case of discontinuation of project. The eligible candidates should forward their applications, neatly typed, to **Nodal Officer, Center of Excellence for Rare Diseases, Dept. of Pediatrics, Ward 2, Ground floor, Old Hospital Building, KEM Hospital, E. Borges Marg, Parel, Mumbai 400012** or via email [rare.kemh@gmail.com] The subject of the email should mention "Application for the post of Patient Care Coordinator (Rare Diseases)" and should be emailed on or before <date>. The interview date will be intimated telephonically or via e-mail.

Friday 4th August 2026

Please note the following

1. The appointments are purely temporary and on a project basis only. The selected candidate will abide by rules of Department of Pediatrics, KEM Hospital and will not be employees of the Municipal Corporation of Greater Mumbai or the sponsor.
2. **Tenure:** It is tenable for 12 months and only from the date of joining duty and is a contractual appointment. The appointment would automatically cease after completion of 12 months or earlier in case of discontinuation of this project.
3. **Functional/Administrative control:** The candidate will be under the Functional & Reporting control of the Dean of this institute and the Nodal Officer for Rare Diseases, and administratively reporting to Head – Patient Support ORDL. The rules of Municipal Corporation of Greater Mumbai and / or Government of India DO NOT apply to this post.
4. **Training Period:** This will be of 3 months duration. The continuation of the tenure will however depend on the satisfactory progress of work and can be terminated at any time on a month's notice if the progress is not satisfactory. The post can also be terminated forthwith if the particulars given in the application form are found to be incorrect or false. The institute also reserves the right to terminate the Patient Care Co coordinator without assigning any reason.
5. Travel for interview cost will NOT be reimbursed.

 25/07/2026.

Dr. Mamta Muranjan
Professor, Department of Pediatrics
Nodal Officer, Center of Excellence for Rare Diseases

Dr. Mamta Muranjan
Nodal Officer for Rare Diseases,
Professor & In-charge of Genetic Clinic,
Department of Pediatrics,
Seth GSMC & KEM Hospital
Parel, Mumbai - 400 012.