

## JOB DESCRIPTION

# Zonal Head

## About Cuddles:

At Cuddles Foundation, our mission is to bring holistic nutritional support to every child fighting cancer in India.

We work through partnerships with 30+ government and charitable hospitals across India that treat underprivileged children for cancer. Our Nutritionists, trained specifically for Paediatric Cancer Nutrition, are placed in these government hospitals. They monitor the child's progress, create diet plans and nutritional charts, counsel their parents and educate them in home-based nutrition. We provide children undergoing treatment with food, hot meals, nutritional supplements, and ration baskets as per their requirements so that the kids have the strength to fight cancer. Food heals.

## About the Role: Nutritionist Zonal Head

As a Nutritionist Zonal Head, you will be responsible for all Nutritionists' performance and management within your assigned zone of hospitals. You will be trained and mentored to take on this new role that prepares you to be a manager. You will cultivate your team and be a role model of excellence and integrity to them.

## Responsibilities:

- You will ensure the Nutritionists in your zone conduct counselling sessions for every child in their respective hospitals every day
- You will build a strong team within the hospitals you work in and participate in hiring and training as and when necessary
- You will communicate and build a positive relationship with all the Doctors within your zone
- You will plan for long-term absenteeism in your assigned zone, making sure no centre is left unattended without a Nutritionist

- You will champion technology. You are comfortable with technology and will ensure seamless and error-free adoption of the FoodHeals App amongst your Nutritionists
- You will ensure that the Nutritionists from their hospitals send monthly reports, success stories, and/or case studies, and they are collated and sent to your line manager as per agreed deadlines
- You thoroughly understand programs across all hospitals in your assigned zone and ensure smooth functioning as per planned budgets.
- You'll guide the Nutritionists reporting to you, mentor them, help them with tough cases during weekly case calls, and document them
- You'll develop innovative counselling techniques to help through difficult cases
- You'll assist in research, training, and publishing case studies/papers
- This role requires you to travel to all hospitals within the assigned zone and be at the hospitals for 8 hours (9.30 am – 5:30 pm)
- You will continue to assess, counsel, and plan diets for paediatric oncology and haematology patients in the IPD & OPD at the hospital where you are stationed
- You'll support the execution of special initiatives as needed
- You'll share a weekly report on the impact and outcomes of your and your team's work with the Head Nutritionist
- You'll be responsible for the performance of the Nutritionists in your appointed region
- You will address their concerns and involve the Head Nutritionist whenever necessary

## **Must Haves:**

- You have a Master in Clinical Nutrition with 8+ years of experience as a Nutritionist
- You have an exceptional ability to self-manage your work and time
- You have a proven track record of top performance in your career
- You are comfortable with long-distance travel within your assigned zone, including overnight stays
- You have high EQ and interpersonal skills and possess the presence and passion for representing the organisation to a variety of people – patients, donors, doctors, and hospital staff.
- You are good with MS Office applications, including Word, PowerPoint, and Excel.

- You have experience working across cultures and demographics. You're attuned to the inherent hurdles of working in a public health setup.
- You are open to travelling domestically.
- Experience in managing teams will be an advantage

## **Skills:**

### **You are a leader.**

You can inspire your team to work towards achieving the necessary goals. You can provide leadership for peers, subordinates, and partners.

### **You stay on top of it all.**

You have excellent communication skills, both spoken and written. You are a thorough professional and great at resolving problems quickly and effectively. You work well with people, even if you don't see them every day.

### **You're an avid team player.**

You're confident in your skills and not afraid to speak your mind, but you know how to put the team first.

## **Location**

Mumbai

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