

Job Description for Occupational Therapist

1. General Information

- Location: Rajiv Gandhi maternity and child government hospital, Pondicherry
- Type of Employment: Contractual for a period of 1-year, renewable basis project requirements
- Working hours: full time
- No. of Position: 01
- **Reporting:** Functionally to Manager/Senior Manager at organisation

2. Duties & Responsibilities

- Screening and assessment of sensory & motor development
- Therapeutic intervention
- Offering home based services through home visits for intervention and assessment
- Conducting screening camps
- Record keeping & Documentation.
- Organizing & Conducting Training programs
- Recommendation & Distribution of Aids and assistive devices.
- Referral & Counselling
- Any other activities given time to time
- Establishes positive, trusting rapport with children.
- Creates individualized treatment plans according to children needs and circumstances.
- Meets with children regularly to provide counselling, treatment and adjust treatment plans as necessary.
- Involves and advises family members as and when needed.
- Refers children to outside specialists or agencies when necessary.
- Maintains thorough records of children meetings and progress.
- Follows all safety protocols and maintains children's confidentiality.
- Contributes to practice by accomplishing related tasks as needed
- Communicating with the patient, and liaising with their family members, physicians, and teachers to design effective treatment plans.
- Using tried and tested therapies in combination with new, innovative techniques to provide the best care.
- Keeping up to date with advancements in the field by attending conferences, conducting research, and expanding professional and academic networks.
- Educating patients and their families on speech disorders and available therapies.
- Taking detailed notes on patient history and progress.
- Providing mentoring and workshops to therapy students.
- Evaluating child's progress and implementing changes to therapy programs as required

3. Other Indicative Requirements:

Educational Qualifications

- BOT/Bachelors in Developmental Therapy or any equivalent degree.
- BMR/BRT from RCI recognised Institute or MSc Disability studies (Early Intervention)
- RCI/relevant council registration as professional

Functional / Technical Skills and Relevant Experience & Other requirements (Behavioural, Language, Certifications etc.)

- Minimum 3 to 5 years of relevant work experience
- Experience with people with disabilities

- Strong written and verbal communication and capability to relate and interact with multicultural teams
- Giving close attention to details and demonstrated ability to handle sensitive or confidential information.
- Have an empathetic & compassionate attitude. Sensitive towards the needs of children
- Ability to analyse complex problems, craft possible solutions and recommendations.

Working days and Timings

Monday – Saturday

Timings – 08:00am to 05:00 pm

Salary: INR 50,000 per month. (Inclusive of all taxes)