

# Assistant Manager Programs (Family Support, Early Childhood Intervention & Healthcare)

## KDSP – Karachi Chapter



### Responsibilities:

- Coordinate therapy schedules and booking of appointments for optimized service delivery in the Early Childhood Intervention department.
- Oversee the smooth functioning of early childhood intervention clinics.
- Ensure the smooth operation of family support programs, including emotional, informational, and financial support, for parents and caregivers of children with Down syndrome.
- Coordinate healthcare referrals to hospitals and other healthcare providers, recording and managing referral data.
- Facilitate all aspects of family enrichment activities under the supervision of Manager Family Support.
- Organize and maintain accurate documentation and records for both client and therapist in the Early Childhood Intervention department.
- Prepare monthly reports with relevant data for tracking service delivery, outcomes, and program effectiveness.
- Monitor, record, and evaluate the impact of existing and forthcoming programs and identify areas for improvement.
- Maintain a comprehensive repository of referrals and facilitate families with external referrals to relevant services or support systems.
- Conduct Family First Contact meetings (guidance and counselling) with parents and caregivers who wish to register their child with KDSP.
- Liaise with relevant departments to address concerns and needs of parents and caregivers.
- Promote awareness and advocate for the benefits of early childhood interventions on various platforms using evidence-based information.
- Research and initiate new areas for growth within Family Support and Early Childhood Intervention, identifying opportunities for collaboration with external organizations.
- Collaborate with the Awareness team to design promotional content and ensure visibility of Family Support services across digital media and publications.
- Maintain records of client concerns and queries, ensuring timely and appropriate follow-up.
- Reconcile monthly payment records from clients with the Finance department.
- Any other tasks as assigned by management.

### Requirements:

- Minimum Bachelor's Degree in Social Science, Psychology, or related field from an HEC recognized institution.
- Minimum 1-2 year(s) of relevant work experience (preferred).
- Must have experience/understanding of monitoring & evaluation processes.
- Must have strong computer literacy and proficiency in MS Office Suite.
- Excellent written and verbal communication skills (English and Urdu) and strong organizing skills.
- Must possess an engaging personality with the confidence to represent the organization.
- Highly organized, responsible and punctual.
- Demonstrated ability to think and work well independently and as part of a team.
- Ability to manage sensitive information and be privy to the importance of confidentiality.

To apply, please email your CV at **jobs@kdsp.org.pk**

Please mention the position title in the subject line.



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Plot 41/E, 1, Block 6,  
PECHS, Karachi



021-34315377, 021-34395377,  
0334-3355377