

Assistant Manager Family Support

The incumbent is responsible for effectively communicating with family members and caregivers of individuals with Down Syndrome, briefing all aspects of emotional, informational, and financial support programs, developing and maintaining confidentiality of sensitive information, and carrying out guidance counselling meeting with parents and caregivers, who wish to register their child at KDSP.

Responsibilities:

- Manage all aspects of existing and forthcoming emotional, informational, and financial support programs for parents and caregivers of individuals with Down Syndrome under the supervision of Manager Family Support.
- Manage all aspects of family enrichment activities under the supervision of Manager Family Support.
- Conduct Family First Contact meetings (guidance counselor meetings) with parents and caregivers, who wish to register their child at KDSP.
- Design and implement effective feedback and communication mechanisms with parents and caregivers that are part of KDSP's family network.
- Play a key role in expanding to other locations, i.e. Islamabad, and Faisalabad, by overseeing data entry in sheets, providing ongoing guidance, and delegating tasks initiated by the Head Office.
- Liaise with relevant departments to have the concerns and needs of parents and caregivers addressed and follow through on the effectiveness of the intervention provided.
- Monitor, record and evaluate impact and effectiveness of all existing and forthcoming emotional, informational and financial support programs.
- Research/initiate new avenues and areas within Family Support, and facilitate in identifying and liaising with external organizations for collaborations.
- Liaise with the Awareness department for designing promotional content, and to ensure visibility of Family Support services on digital media and publications.
- Manage coordination regarding KDSP integrated software with internal and external teams.
- Any other task assigned by management.

Requirements:

- Minimum Bachelor's degree in Psychology or Social Sciences from an HEC recognized institute (preferred).
- Minimum 1-2 year(s) of work experience in relevant field.
- Excellent verbal and written communication skills in English and Urdu.
- Ability to manage sensitive information and be privy to the importance of confidentiality.
- Must possess an engaging personality with the confidence to represent the organization.
- Must possess basic computer skills with proficiency in Microsoft Word and Excel.
- Highly organized, responsible and punctual.
- Demonstrated ability to think and work well independently and as part of a team.

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

Please mention the position title in the subject line.



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