

Associate – Early Childhood Invention & Healthcare



Responsibilities:

- Coordinating therapy/clinics schedules and booking appointments for optimized service delivery.
- Oversee smooth functioning of early childhood intervention clinics at the KDSP.
- Organizing documents and records for client and therapist records in Early Childhood Intervention Department.
- Assist in monitoring, learning and evaluation methodology and tools for impact measurement and identify areas of improvement.
- Prepare monthly reports with all relevant data.
- Coordinating healthcare referrals to hospitals and recording data.
- Maintain record of client concerns and queries.
- Maintain record of payments from clients and reconcile monthly with finance department.
- Explain the importance of annual evaluations at the Down syndrome clinic at AKUH and other hospitals to the KDSP family network and monitor frequency of visits.
- Promote awareness and advocate for the benefits of early childhood interventions at various platforms through evidence based information.
- Any other task as assigned by the Management.

Requirements:

- Minimum Bachelor's Degree in Social Science, Psychology, or related field from an HEC recognized institution.
- Minimum 1 year 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 and strong organizing skills.
- Excellent with networking/building relationships with the people.
- Ability to follow strict deadlines and demonstrate attention to detail.
- Operate at high levels of efficiency.
- Must be able to work well with 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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