

Coordinator Programs

(Family Support, Early Childhood Intervention & Healthcare)

KDSP – Karachi Chapter



Responsibilities:

- Schedule occupational, physical, and speech therapies in coordination with therapists.
- Entertain scheduling requests from parents and therapists.
- Prepare weekly therapist's monitoring reports.
- Coordinate scheduling and organization of ECI and healthcare activities, conducted physically or virtually involving clients and families.
- Take healthcare referral requests from parents.
- Entertain and schedule appointments for one-time calls, assessments for home plans and parents meeting with HODs.
- Entertain financial aid requests from parents and schedule appointments with financial counsellor
- Create and manage client's database.
- Maintain records of all cancellations.
- Keep track of payments being made virtually and physically by parents through receipt generation and proof of payment collection.
- Interdepartmental coordination to pass on or receive relevant referrals and records.
- Facilitate all aspects of family enrichment activities under the supervision of Manager Family Support.
- Schedule 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.
- Maintain records of client concerns and queries, ensuring timely and appropriate follow-up.
- Any other tasks as assigned by management.

Requirements:

- Minimum Bachelor's degree from an HEC recognized institution.
- Minimum 0-1 year of relevant work experience.
- Must have strong computer literacy and proficiency in MS Office Suite.
- Strong written and verbal communication skills.
- Highly organized, responsible and punctual.
- Must possess an engaging personality with the confidence to represent the organization.
- 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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