

## **Title Occupational Therapist**

**Job Description** Working with a group of children under the supervision of the Senior Programme Specialists, he/she will be responsible for occupational therapy, assessment, treatment, management and regular communication with parents.

## **Essential Duties & Responsibilities**

- Assess the student's fine and gross motor skills for the purpose of developing appropriate treatments.
- Develop a daily sensory diet based on the child's needs with the junior programme specialist/ programme manager
- Help students develop their physical abilities by implementing programmes involving functional and vocational skills and sensory motor activities
- Address sensory issues of the children that impact and interfere with daily functioning such as feeding and play
- The therapist will maintain files and records, attend monthly clinics as well as report progress to the parents. (e.g. progress reports, activity logs, treatment plans, and quarterly reports on the progress of the student.)
- The therapist will give suggestions for home programming and will maintain regular communication with the parents.
- The therapist will work closely with the student's case manager to ensure progress in the classroom.
- The therapist will collect and maintain data based on the existing methods at ACE.
- The therapist will maintain monthly communication with the families, share progress of the students via email. The therapist will meet with the parents by appointment based on the needs of the family.

## **Benefits**

- Highly competitive salary and benefits

**Contact:** Please send your latest resume's to: [ACE@ace-india.org](mailto:ACE@ace-india.org) or +91 9873383603

**Location:** Gate No.4, ACE Building, Sector 62, Gurgaon (NCR)