

Title : Case Manager

Qualification:- Masters in Psychology ,BEd /MEd in Special Education

Location: Gurgaon (NCR)

Job Description

Working with an individual or group of children under the supervision of a Program Specialist and the Junior Program Specialist, the Case Manager is responsible for the program implementation comprising of

- Communication and Social Skills Training
- Activities of daily living (meal skills, toileting etc.)
- Management of challenging behaviour
- Academic/Vocational Training

Essential Duties & Responsibilities

- Develop and implement Individualized Educational Plans (IEPs) based on the child's needs along with the Classroom Managers and Program Specialists.
- Working in liaison with an interdisciplinary team of Occupational Therapists. Speech Therapist and Physical Educator.
- Create Teaching Learning Materials for students to complement their individual programs.
- Assist the clinical team in monitoring progress and assessments.
- Reporting daily/weekly updates regarding the student's programming to the parents.
- Maintain student records through regular Data Collection and conduct graphic analysis of the data for monitoring progress on a regular basis.
- Generate Quarterly Progress Reports followed by Parents meetings for the same.
- Regular communication with parents viz daily communication logs ,face to face interaction or any other medium.
- Monitor and evaluate student's educational and behavioural progress through meetings, routine observations, daily/weekly review of data.
- Actively participate in weekly meetings with the Classroom Managers/ Programme Specialists.
- Participate in Supervised Community visits and Home visits for the students.
- Participate in regular school wide trainings and conduct classroom trainings.

Benefits

- Highly competitive salary and benefits. 3.60 Lakhs p.a (based on qualifications & experience).
- Group Health Insurance
- Intensive training on ABA for 4 weeks
- Five days working
- One month paid summer break (after Confirmation)

- 10 days paid winter break
- Shuttle service from Huda metro station to ACE
- Annual leaves



Contact: Please send your latest resumes to: hr.ace@ace-india.org

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