



## **CBM India Trust**

### **Position Profile**

CBM India Trust is committed to improving the quality of life of persons with disabilities. CBM India addresses disability as a cause and consequence of poverty in the most disadvantaged communities of the world. We work in partnership with local, national and international actors with the aim of creating a more equal society for all. Our vision is to have an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

**Position: Caregiver (2 openings)**

**Location: Agartala, Tripura, India**

**Reporting to: Project Manager**

#### **Position Objective:**

To ensure a safe, clean, and supportive environment for children with special needs by maintaining high standards of hygiene and sanitation, assisting with daily routines and therapy sessions, and contributing to a child-friendly atmosphere that promotes comfort, dignity, and safety.

#### **Responsibilities:**

##### **a) Childcare & Development Support**

- Provide supervision and personal care for children, including feeding, toileting, diapering, and hygiene support.
- Support children's social, emotional, cognitive, and physical development through play and structured activities.
- Maintain a safe, clean, and healthy environment by following safety and health guidelines.
- Observe and document children's progress and share important information with supervisors and parents.
- Help children during transitions such as moving between classrooms or transportation.

##### **b) Communication & Teamwork**

- Build positive relationships with children, families, and staff while maintaining professionalism and confidentiality.
- Participate in team meetings, parent conferences, and professional development activities.

##### **c) Cleaning & Maintenance Duties**

- Clean classrooms, play areas, offices, and common spaces.



**Professional profile and requirements:**

- Minimum Qualification: 10<sup>th</sup> pass
- A minimum of two years of relevant experience

**Skills:**

- Patience and empathy in working with children
- Communication with children, parents, and teams
- Good listening and observation skills
- Activity and learning support
- Awareness of safety and hygiene practices
- Organizational skills
- Teamwork and collaboration
- Emotional sensitivity and empathy

**Other requirements:**

➤ The future job holder is expected to adhere to CBM India's policies and procedures, commit to CBM India's Child Safeguarding Policy and Code of Conduct, and follow CBM India's safety & security protocols.

**CBM India encourages persons with disabilities and women to explore this important opportunity. Share your profile to [jobs@cbmindia.org](mailto:jobs@cbmindia.org).**