

CBM India Trust

Position Profile

CBM India Trust is committed to improving the quality of life of persons with disabilities and members of other marginalized communities. 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 persons with disabilities enjoy their human rights and achieve their full potential.

Position: Occupational Therapist

Location: Sundarbans Delta Region, South 24 Parganas District, West Bengal

Reporting to: Project Officer / Project Coordinator

Position Objective:

To provide high-quality, center-based occupational therapy services for children with disabilities through structured individual and group interventions. The role involves conducting assessments, developing individualized therapy plans, supporting caregivers in implementing home-based interventions, maintaining accurate documentation, and collaborating with educators, allied professionals, and community workers. The candidate is expected to actively participate in awareness programs, review meetings, and outreach activities to promote holistic development, inclusion, and improved outcomes for children with disabilities.

Responsibilities:

- Conduct functional, developmental, and sensory assessments of children with disabilities.
- Develop and implement individualized therapy plans to enhance motor, sensory, cognitive, and self-care skills.
- Facilitate individual and group occupational therapy sessions based on identified needs and goals.
- Train and support parents and caregivers in implementing home-based interventions to promote children's development within their natural environments.
- Utilize everyday materials and resources to support sensory integration and the development of Activities of Daily Living (ADLs), Instrumental Activities of Daily Living (IADLs), fine motor, gross motor, and sensory-motor skills.
- Collaborate closely with special educators, community workers, caregivers, and other professionals to ensure holistic and coordinated care.

- Maintain accurate and comprehensive documentation, including initial assessments, individualized goals, session records, progress reports, milestone tracking, session logs, and Monthly Monitoring Reports (MMRs).
- Conduct awareness programs, training sessions, and community engagement activities to promote inclusion and disability awareness.
- Ensure timely, accurate, and complete reporting of program activities and beneficiary data.

Educational and Professional Profile

- Bachelor's or Master's degree in occupational therapy, or an equivalent qualification from a recognized institution, with a minimum of two years of relevant professional experience.
- Qualification recognized by the Rehabilitation Council of India (RCI).
- Valid registration with the Rehabilitation Council of India (RCI) or the applicable professional regulatory body.

Skills

- Patience and empathy with children
- Emotional Resilience
- Good listening and observation skills
- Clear communication (with children, parents, and teams)
- Cultural sensitivity, especially in rural or low-resource settings
- Strong communication skills in Bengali / Hindi; basic English preferred
- Ability to work in teams and collaborate with staff at all levels
- Willingness to travel to community centers
- Flexible approach to work demands
- Technical and clinical skills
- Organizational and time management skills

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 profiles to jobs@cbmindia.org by June 15, 2026.