

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: Bodeli, Gujarat

Reporting to: Project Manager

Position Objective:

To offer individualized and group-based occupational therapy to children with disabilities at the center. To conduct assessments, develop individualized therapy plans, engage caregivers for home-based support, and maintain accurate documentation. The candidate is expected to collaborate with educators, other professionals, and community workers; actively participate in awareness and review meetings; and periodically travel to outreach locations to ensure holistic care and promote community inclusion.

Service Details:

- Conduct group and individual therapy sessions (offline – 3 days/week, 12 sessions/month)
- Minimum 6 hours per day session at center (excluding travel time)
- Sessions need to be planned from Monday to Friday during office hours
- Sessions need to be conducted as per requirement (one/two centers a day)

Responsibilities:

- Conduct functional and developmental assessments of children with disabilities.
- Prepare and implement individualized therapy plans focused on motor, sensory, cognitive, and self-care skills.
- Conduct group and individual therapy sessions.
- Train and guide parents and caregivers for home-based therapy practices.
- Work closely with special educators and other professionals to provide holistic care.
- Maintain complete and accurate documentation, including:
 - Baseline and follow-up assessment reports
 - Individual therapy plans and progress reports
 - 3- and 6-month progress reports
 - Session logs and monthly monitoring reports

- Conduct awareness programs and training sessions and contribute to building community inclusion.
- Ensure timely and accurate data reporting.

Qualifications and Experience:

- Bachelor's or Master's Degree in occupational therapy from a recognized institution
- Valid registration with the applicable professional regulatory body

Skills:

- Patience and empathy with children
- 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 Gujarati/Hindi; basic English preferred
- Willingness to travel to community centers
- Willing to accommodate donor and national office monitoring visits

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. Send your resume to jobs@cbmindia.org.