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: Project Coordinator
Location: Dakshinpuri, Delhi
Reporting to: Project-in-Charge / Lead, Programs

Objective:

To coordinate and implement early intervention services by assessing children with disabilities' developmental needs; working collaboratively with their families to develop and monitor Individualized Family Service Plans (IFSPs); coordinating with multidisciplinary service providers; facilitating referrals; and advocating for children with disabilities and their families' rights. Ensure effective project coordination, documentation, service delivery, and transition planning to promote the child's holistic development and continuity of care.

Responsibilities:

1. Family Assessment and Individualized Planning

- Conduct home visits, family interviews, and standardized screenings to assess children with disabilities' developmental needs.
- Collaborate with families to develop, implement, and periodically review Individualized Family Service Plans (IFSPs).
- Recommend modifications to intervention plans based on the child's developmental progress.

2. Service Coordination and Referral Management

- Coordinate referrals and service delivery among multidisciplinary teams, healthcare professionals, and community-based service providers.
- Facilitate initial meetings, assessments, IFSP/IEP meetings, eligibility determination meetings, and follow-up activities.
- Monitor the implementation of IFSPs to ensure timely and appropriate delivery of services.

3. Family Support and Advocacy

- Advocate for children with disabilities' developmental needs and support their families in navigating the early intervention system.
- Inform families about their rights, available services, and referral pathways to access appropriate interventions.
- Coordinate with families and service providers to address concerns and ensure effective service delivery.

4. Developmental Monitoring and Transition Planning

- Monitor children's developmental progress and review the effectiveness of intervention services.
- Develop transition plans in collaboration with families to ensure continuity of services beyond the age of three, where appropriate.

5. Documentation and Project Coordination

- Maintain accurate child records, case files, assessment reports, and other required documentation.
- Oversee the overall coordination and implementation of the project, ensuring effective stakeholder engagement, timely follow-up, and quality service delivery.

Professional profile and requirements

- Master's degree in Early Childhood Education, Child Development, Nursing, Psychology, Social Work, or Special Education.
- Candidates with a rehabilitation qualification must hold a valid and active Central Rehabilitation Register (CRR) number issued by the Rehabilitation Council of India (RCI), wherever applicable.
- A minimum of 2- 5 years of experience working with children with disabilities in inclusive or special education settings.

Skills

- **Technical Knowledge:** Understanding of early intervention principles and child development.
- **Family Support and Engagement:** Ability to engage, guide, and support families in accessing appropriate services.
- **Stakeholder Collaboration:** Ability to coordinate effectively with healthcare professionals and multidisciplinary teams.
- **Budgeting and Resource Management:** Ability to manage project budgets, resources, and service delivery requirements.
- **Organizational and Time Management:** Strong planning, coordination, prioritization, and follow-up skills.
- **Communication Skills:** Effective verbal and written communication, interpersonal skills, and relationship-building abilities.

Working Hours:

As per the Project Location requirements - Eight hours per day

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 at jobs@cbmindia.org on or before 30th October 2026.