

### Vacancy

Applications for the following vacancies at SOPAN centres at Jogeshwari East and Shanay at New Panvel are invited:

Sr. No.	Post	No. of posts	Qualification	Experience
1.	Director	1	M.Ed. in Special Education/Post graduate diploma with B.Ed. in Special Education	10 years
2.	Coordinator – School and Vocational Unit	1	M.Ed/B.Ed in Special Education	5 years
3.	Special Educators	8	B.Ed/D.Ed in Special Education	Preferably 2 years
4.	Speech therapist	2	MASLP/BASLP	2 years
5.	Occupational therapist	2	M.Oth/B.Oth	2 years
6.	Physiotherapist	1	M.Pt/B.Pt	2 years
7.	Psychologist	1	M.A./B.A. Psychology	2 years
8.	Warden (Female)	1	D.Ed in Special Education	10 years Being responsible and Taking care of special needs children
9.	Senior Caregiver (Male)	1	12 <sup>th</sup> pass	2 years Taking care of special needs children
10.	Accountant	2	M.Sc/B.Sc, Finance	3 years
11.	Receptionist	1	Graduate	2 years
12.	Typist cum clerk	2	Graduate	2 years
13.	Tech Assistant	1	Diploma in computer applications	2 years
14.	Peon	2	12 <sup>th</sup> pass	2 years
15.	Caregivers for special children	6	Taking care of needs of special needs children	2 years
16.	Cook	2	Cooking for large number of people	5 years
17.	Assistant cooks cum cleaners	2	Assisting in kitchen duties	1 year

Salary will commensurate the qualifications and experience. For further details of posts and application, form. click on the link

Kindly email filled in application form with relevant documents to [sopantrust@rediffmail.com](mailto:sopantrust@rediffmail.com)

**Vacancies at Shanay Autism Centre, Panvel**

Sr. No.	Post	
1.	Director	<p><u>Brief:</u> We are looking for an experienced and qualified person to supervise and control all strategic and program related aspects of Shanay. You will be in command of overall management of the Centre and expected to have the vision for its growth and success. To thrive as the Director, you must be a prudent manager and an inspiring leader. Ideally, the candidate should have a sound knowledge of special needs education, legal provisions and policies for Persons with Disability.</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Accountable for planning and monitoring the education and caregiving programs of the (i) School and Vocational Unit (SVU) and (ii) the Respite Care Unit (RCU)</li> <li>• To be able to source, recruit, mentor and supervise the work of personnel employed in SVU and RCU.</li> <li>• Be responsible for revenue and financial management</li> <li>• Liaison with government agencies, corporate sector and social service organizations to further the cause of individuals with autism and associated disabilities.</li> <li>• Ascertain the application of evidence-based practices and research supported pedagogy in educational and therapeutic programs</li> <li>• Conduct/arrange staff development programs regularly</li> <li>• Encourage documentation of practices and innovative methods of intervention.</li> <li>• Assume overall charge of the Centre with respect to maintenance of material and equipment, upkeep of the entire building and the essential services therein.</li> </ul> <p><u>Requirements</u></p> <ul style="list-style-type: none"> <li>• Proven experience (10 yrs +) as a professional in the field of disability rehabilitation, preferably in a managerial position.</li> <li>• Valid CRR No. if applicable</li> <li>• Good communication skills and fluency in managing information technology</li> <li>• Leadership and human resource management skills</li> <li>• Analytical abilities and problem-solving skills</li> </ul>
2.	Coordinator	<p><u>Brief</u> We are looking for a qualified special education professional with experience. The candidate should be able to direct and supervise intervention programs for students in the School and Vocational Unit (SVU).</p>

		<p><u>Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Participate in differential assessment of students in the SVU</li> <li>• Direct the development of individual education/training/family service plans</li> <li>• Monitor progress of all students and maintain their records</li> <li>• Mentor and supervise all members of the staff in SVU</li> <li>• Interact with parents and community stakeholders regularly</li> <li>• Conduct/participate in in-service programs for staff development</li> <li>• Accountable to the Director for own performance</li> </ul> <p><u>Requirement</u></p> <ul style="list-style-type: none"> <li>• Experience (8 years+) as a special education teacher, preferably in a supervisory position.</li> <li>• Valid CRR No.</li> <li>• Ability to develop educational programs</li> <li>• Good communication skills</li> <li>• Managerial and leadership skills</li> </ul>
3.	Special Educator	<p><u>Job Brief</u></p> <p>We are hiring teachers qualified in special education with two years of experience preferably for SOPAN centres at Jogeshwari and Panvel. An applicant to the position should be able to provide special education and training to students with autism and associated disabilities in the School and Vocational Unit (SVU).</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Conduct/participate in educational assessment of assigned students</li> <li>• Collaborate with multidisciplinary team to develop the Individual Education Plans</li> <li>• Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required.</li> <li>• Select and apply appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.</li> <li>• Use technology for teaching –learning process as far as possible</li> <li>• Maintain individual record of progress of assigned students</li> <li>• Report to the Coordinator (SVU) for personal performance</li> </ul> <p><u>Requirement</u></p>

		<ul style="list-style-type: none"> <li>• Degree/Diploma in Special Education from an institute recognized by the Rehabilitation Council of India</li> <li>• Valid CRR No.</li> <li>• Familiarity with computer applications</li> </ul>
4.	Speech Therapist	<p><u>Brief</u> We are looking for a qualified speech therapist to join our team at SOPAN centres at Jogeshwari and Panvel. You will be required to work with children with autism and associated developmental disabilities. Knowledge of augmentative and alternative communication methods would be an asset.</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Conducting assessments on a regular basis</li> <li>• Provide therapy to children in need of early intervention</li> <li>• Develop intervention programs in coordination with the multidisciplinary team</li> <li>• Provide therapeutic interventions if needed to persons with disabilities in the Respite Care Unit</li> <li>• Maintain records of therapeutic interventions and progress of each child</li> <li>• Training parents and caregivers in strategies to follow up program at home.</li> </ul> <p><u>Requirements</u></p> <ul style="list-style-type: none"> <li>• Knowledge of Augmentative and Alternative Communication techniques</li> <li>• Experience in assessment and differential diagnosis</li> <li>• Good communication and collaborative skills</li> <li>• Valid Licence No.</li> </ul>
5.	Occupational Therapist	<p><u>Brief</u> We are seeking an Occupational Therapist to join our team of professionals. You will be working with children who have autism and associated developmental disabilities. You must have training in sensory integration therapeutic methods</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Conducting assessments on a regular basis</li> <li>• Provide therapy to children in need of early intervention</li> <li>• Develop intervention programs in coordination with the multidisciplinary team</li> <li>• Provide therapeutic interventions if needed to persons with disabilities in the Respite Care Unit</li> <li>• Maintain records of therapeutic interventions and progress of each child</li> </ul>

		<ul style="list-style-type: none"> <li>• Training parents and caregivers in strategies to follow up program at home.</li> </ul> <p><u>Requirements</u></p> <ul style="list-style-type: none"> <li>• Experience in assessment and differential diagnosis</li> <li>• Experience in implementation of Occupational therapy programs</li> <li>• Good communication and collaborative skills</li> <li>• Valid Licence No.</li> </ul>
6.	Physiotherapist	<p><u>Job brief</u> We are looking for a qualified physiotherapist to join our new centre at Panvel. You will be required to work with children with intellectual disability and associated developmental disabilities. Knowledge of sensory integration therapy would be an asset.</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Conducting assessments on a regular basis</li> <li>• Provide therapy to children in need of early intervention</li> <li>• Develop intervention programs in coordination with the multidisciplinary team</li> <li>• Maintain records of therapeutic interventions and progress of each child</li> <li>• Provide therapy to persons with disability in Respite Care Unit if needed</li> <li>• Training parents and caregivers in strategies to follow up program at home.</li> </ul> <p><u>Requirements</u></p> <ul style="list-style-type: none"> <li>• Experience in assessment and differential diagnosis</li> <li>• Experience in implementation of physiotherapy programs</li> <li>• Good communication and collaborative skills</li> <li>• Valid Licence No.</li> </ul>
7.	Psychologist	<p><u>Brief</u> We are looking for a qualified clinical psychologist to join our new centre at Panvel. You will be working with children who have autism and associated developmental disabilities. You will be required to conduct assessment and identify a range of disorders in children, develop suitable intervention plans and be involved in their implementation as part of the multidisciplinary team</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Conducting assessment through psychometric and diagnostic tools</li> <li>• Preparing report and communicating the findings to team members and parents</li> </ul>

		<ul style="list-style-type: none"> <li>• Participate in development and implementation of intervention plans</li> <li>• Hold counselling and guidance sessions with parents and family members</li> <li>• Maintain record of all clinical work</li> </ul> <p><u>Requirements</u></p> <ul style="list-style-type: none"> <li>• Thorough knowledge of psychometric tools and familiarity of using them</li> <li>• Familiarity with using diagnostic tools for autism</li> <li>• Knowledge of principles of applied behaviour analysis and their classroom application</li> <li>• Good communication skills</li> <li>• Valid Licence No.</li> </ul>
8.	Warden	<p><u>Brief</u> We are looking for a female with compassion, commitment and experience of working with persons with disabilities (PWD) to function as the Warden for the Respite Care Unit (RCU) at Shanay. Besides being responsible for the running of the RCU and safety and well-being of persons using the facility, an ideal candidate should assume the role of foster mother of PWD living in.</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Ensure the health and hygiene of all PWDs</li> <li>• Ensure protocols for safety and well-being of PWds are followed in the RCU</li> <li>• Maintain records of all PWD in the RCU with contact numbers</li> <li>• Supervise the work of housekeeping and caregiving staff in the RCU</li> <li>• Maintain record of stocks of housekeeping material and pantry</li> <li>• Ensure that essential services are maintained</li> <li>• Take steps as per the prescribed Standard Operating Procedures in case of emergency</li> </ul> <p><u>Requirements</u></p> <ul style="list-style-type: none"> <li>• A Diploma in Special education with 10 years of work experience or at least 15 years of work experience with PWDs</li> <li>• Good communication skills with a calm and patient temperament</li> <li>• Ability to keep record of expenditure and project budgetary requirements</li> </ul>
9.	Senior Caregiver (Male)	<p><u>Brief</u> We require a person for the respite care unit for Shanay who will assist the Warden in taking care of the persons residents</p>

		<p>in the respite care unit. You should have knowledge of attending to persons with special needs.</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Assist Warden in all tasks</li> <li>• Assisting male residents in Activities of Daily Living</li> <li>• Maintain cleanliness in boys dormitory</li> <li>• Respond to any medical event/emergency with the Persons with Disabilities (PWDs)</li> <li>• Supervise intake of medication/special diet</li> <li>• Maintain supplies and provisions</li> </ul> <p><u>Requirements</u></p> <ul style="list-style-type: none"> <li>• A pleasant disposition and patience</li> <li>• Ability to work in a team</li> <li>• Maintenance of personal hygiene and cleanliness</li> </ul>
10.	Accountant	<p><u>Brief</u> We are looking for qualified accountants with experience for SOPAN centres at Jogeshwari and Panvel. You will be in charge of the financial planning, budgeting and accounting for the project</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Manage all accounting transactions</li> <li>• Prepare budgets</li> <li>• Prepare financial statements</li> <li>• Reconcile accounts payable and receivable</li> <li>• Comply with financial policies and regulations</li> </ul> <p><u>Requirements</u></p> <ul style="list-style-type: none"> <li>• Experience as an Accountant for a minimum of 5 years</li> <li>• Proficiency in IT skills</li> <li>• Hands-on experience with accounting software</li> </ul>
11.	Receptionist	<p><u>Brief</u> We require a receptionist at Shanay to manage the front desk and to perform a variety of administrative and clerical task.</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Attend to visitors</li> <li>• Maintain Visitors' book</li> <li>• Receive, screen and connect telephone calls</li> <li>• Keep records of visitors and telephone calls</li> <li>• Facilitate telecommunication within the organization</li> </ul> <p><u>Requirements</u></p> <ul style="list-style-type: none"> <li>• Pleasant demeanour and good communication skills</li> <li>• Ability to use telecommunications equipment</li> <li>• Familiarity with IT systems</li> </ul>
12.	Typist cum clerk	<p><u>Brief</u> We are looking for a typist cum clerk at Shanay.</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Be responsible for all letters to be typed and filed</li> </ul>

		<ul style="list-style-type: none"> <li>• Be responsible for all filing requirements</li> <li>• Be responsible for all dispatch and couriers</li> </ul> <u>Requirements</u> <ul style="list-style-type: none"> <li>• Proficiency in basic computer programs</li> <li>• Knowledge in filing systems and other allied equipment</li> </ul>
13.	Tech Assistant	<u>Brief</u> We are looking for a person at Shanay who will be in charge of all computers, audio-visual and allied equipment, server room and their operations. <u>Responsibilities</u> <ul style="list-style-type: none"> <li>• Be responsible for safety and operations of equipment</li> <li>• Identify need for maintenance of equipment</li> </ul> <u>Requirements</u> <ul style="list-style-type: none"> <li>• Proficiency in computer</li> <li>• Excellent communication skills.</li> <li>• Familiarity with AV and allied equipment</li> </ul>