



Job Description: Occupational Therapist (OT) at FAME India

About FAME India:

FAME India is a not-for-profit organization set up in 2001, to enable and empower persons with neuro-developmental disabilities and their caregivers to lead a meaningful life. FAME India (FI) focuses on building and maintaining skills of persons with neuro-developmental disabilities through early intervention; holistic education program which includes in house therapists, special educators, and counsellors. We work to deliver continuous, high-quality engagement in the areas of daily living, life skills, vocational skills, social inclusion, recreation, health, safety and complete well-being for every individual in our community.

For more information, visit FAME India website at www.fameindia.org

Position Overview: Under the administrative direction of the Head of Clinical Services (HCS), the Occupational Therapist (OT) at FAME India (FI) works as part of a multidisciplinary team to deliver therapeutic services to the beneficiaries with neurodevelopmental disorders (NDD). The OT is responsible for assessing, planning, implementing, and evaluating occupational therapy services that promote the development, independence, and participation of beneficiaries in daily activities and thereby enhance the quality of life of the beneficiaries. This role includes collaborating with other therapeutic departments in FI, contributing to Individual Education Plans (IEPs), Individual Family Support Programs (IFSPs), and Individual Development Plans (IDPs), and participating in multidisciplinary team meetings. OT will be directly reporting to HCS.

Key Responsibilities:

Clinical Roles:

- Conduct comprehensive assessments of FI beneficiaries to identify occupational therapy needs.
- Develop individualized occupational therapy intervention plans based on assessment results.
- Implement therapeutic activities and interventions that enhance the beneficiaries' quality of life through physical, cognitive, and social-emotional development.
- Monitor and document beneficiaries' progress toward achieving therapeutic goals.
- Collaborate with physiotherapists, speech therapists, special educators, and social workers to ensure a holistic approach to beneficiary care.
- Adapt and modify activities, equipment, and OT environments to meet the individual needs of beneficiaries.
- Provide guidance and support to families and caregivers to promote the continuation of therapeutic activities at home.



Quality Assurance Roles:

- Ensure that all occupational therapy interventions adhere to established clinical protocols and standards.
- Regularly review and update intervention plans based on beneficiary progress and feedback.
- Participate in quality assurance activities, including case reviews and clinical audits.
- Maintain accurate and timely documentation of assessments, intervention plans, progress notes, and discharge summaries.

Training and Development Roles:

- Provide training and support to other team members and caregivers on occupational therapy techniques and strategies.
- Stay updated with the latest research and best practices in occupational therapy and neurodevelopmental disorders.
- Participate in professional development opportunities and attend relevant workshops and conferences.
- Mentor and supervise junior occupational therapy staff and interns.

Administrative Roles:

- Contribute to the development and implementation of policies and procedures for the occupational therapy department.
- Manage resources and materials required for occupational therapy interventions.
- Prepare and submit regular reports on the occupational therapy services provided.
- Participate in organizational meetings and contribute to the overall strategic planning of therapeutic services at FAME India.

As our ideal candidate, you would have:

- **Education:** Bachelor's or Master's degree in Occupational Therapy from a recognized institution.
- **Experience:** Minimum of 3 years of experience in providing occupational therapy services, preferably with individuals with neurodevelopmental disorders (NDD).
- **Knowledge:** Strong understanding of neurodevelopmental disorders, standardized assessment tools, human development, and therapeutic interventions.
- **Skills:** Excellent interpersonal, communication, and organizational skills; ability to work collaboratively in a multidisciplinary team; proficiency in developing and implementing therapeutic intervention plans.