

# Occupational Therapist Islamabad Chapter



Karachi Down Syndrome Program

A company set up under section 42 of the Companies Ordinance, 1984.

## Responsibilities:

- Conducting informal and formal assessments for clients aged 0-7 years to establish baseline and to determine biannual progress, or when required otherwise.
- Developing occupational therapy goals based on assessment results, and modifying therapy plans when needed.
- Conducting individual and group therapy sessions that are customized to the client's developmental level.
- Maintaining daily logs for the session to record client's performance and progress.
- Communicating goals and instructions clearly & accurately to parents/caregivers in order to support the client's development at home.
- Giving parents/caregivers clear, accurate, specific, meaningful, and timely feedback to enhance their child's development.
- Drafting assessment reports, progress reports and discharge summaries for record maintenance as well as giving it to parents/caregivers when needed.
- Counseling parents/caregivers and guiding other professionals, in the multidisciplinary team, on how to support the various needs of the client.
- Responding & attending to child and/or parents'/caregivers' questions and comments in a compassionate manner.
- Staying up-to-date on current trends, discoveries, and developments in the field.
- Any other task as assigned by the management.

## Requirements:

- Bachelor's Degree (Occupational Therapy) from an HEC recognized institution.
- 1-2 years of relevant work experience is preferred.
- Excellent written and verbal communication skills.
- Strong organizing and time management skills.
- Excellent with networking/building relationships with the people.
- Excellent problem solving skills.
- Must be an excellent observer.
- Must have the ability to think outside the box and work under pressure.
- Must have compassion and patience.

*Note: Head Office is in Karachi, however this position is based in Islamabad.*

To apply, please email your CV at **jobs@kdsp.org.pk**  
Please mention the position title in the subject line.



[www.kdsp.org.pk](http://www.kdsp.org.pk)



[www.facebook.com/kdsprogram](https://www.facebook.com/kdsprogram)



Sector G-9/1, Islamabad



021-34315377, 021-34395377,  
0334-3355377 (Karachi)