

PROGRAM COORDINATOR (Key Responsibility Area)

Strategy Planning

- Formulates and executes the annual strategy (long term and short term)
- Identifies and develops potential funding pipelines based on alignment to the thematic area, budget in collaboration with the Director of the programs
- Manages existing partnerships to ensure renewal of the support and seeks opportunities for networking and promoting Montfort Care as a brand

Fundraising Management

- Assist the program director to approach corporate organizations, making connections and lead the process to pitch

Communications

- Monitors the communications plan for Montfort across various mediums like Social Media, Newsletters, external forums, etc, with the help of other staff members

Human Resources Management

- Designs the selection process and the execution plan for the selection of all the volunteers required
- Manages the team and volunteers

Program Management

- Organizes programs and activities in accordance with the mission and goals of the organization
- Assists the program director to develop a budget and operating plan for the program
- Develops an evaluation method to assess program strengths and identify areas for improvement
- Prepares monthly, quarterly, half yearly and annual reports
- Meets with stakeholders to make communication easy and transparent regarding project issues and decisions on services

SOCIAL WORKER (Key Responsibility Area)

Strategy Supervision

- Assisting Program Coordinator in formulating and execution of the annual strategy (long term and short term)
- Assisting Program Coordinator in managing existing partnerships to ensure renewal of the support and seeks opportunities for networking and promoting Montfort Care as a brand

Communications

- Manages the communications plan for Montfort across various mediums like Social Media, Newsletters, external forums, etc, with the help of other staff members
- Ensures smooth flow of communication within the organization

Human Resources Supervision

- Assist the Program Coordinator in designing the selection process and the execution plan for the selection of all the volunteers required
- Manages the team of social workers and volunteers

- Manages the therapy (speech and AVT) patients. In consultation with Therapists, allots the sessions for IEPs, gets feedback, and manages the parents of the kids attending therapy
- Responsible and maintains the inventory of things/equipment

Program Supervision

- Plans and organizes awareness camps & workshops about hearing disorders and engagement activities (on different calendar events) for patients in coordination with the various stakeholders
- Identifies avenues of partnerships with primary schools, hospitals, government and non-government agencies to run campaigns
- Monitors and evaluates the progress made on goals (Monthly, Quarterly & Yearly)

AUDIOLOGIST (Key Responsibility Area)

- Identifies, tests, diagnoses, and manages audiological side of the program and ; interprets test results of behavioral and objective measures
- Counsels and educates patients and families/caregivers on the psychosocial adjustments of hearing loss
- Recommends and provides audiologic rehabilitation and auditory & verbal skill development
- Maintains the audiological equipment by regularly calibrating it
- Prepares monthly/weekly/daily IEP plans for those enrolled for speech therapy
- Fits patients with hearing aids and instructs them in the operation of the devices, as well as their abilities and uses and maintains the records
- Monitors treatment of patients for progress or problems and maintains records of the same
- Conducts awareness and screening camps at the Centre and camps organized by Montfort Care team
- Supervises and conducts newborn hearing screening programs
- Prepares the reports of screening camps within 5 working days
- Coordinates with the Supervisor/Social Worker to prepare content for social media communication

AVT SPECIALIST

- Assesses children periodically with hearing loss with standardized and informal tests to determine the child's listening, speech, language and communication
- Provides counseling & guidance to children and their families regarding ailments observed in the assessment
- Conducts orientation program for parents to spread awareness about the ailments and guide them on the next steps
- Prepares plans and design interventions for treating the ailments and initiates therapy for the rehabilitation of child's listening and spoken language skills
- Responsible for procuring and maintaining teaching aids and first aid things
- Conducts AVT sessions like music and group sessions to develop pragmatic skills of children
- Consults with professionals on the client's health care team i.e. speech therapists, special educators, etc.
- Registers and documents the plans (monthly, weekly & daily) and progress made by each child

- and takes necessary action in case of any gaps
- Coordinates with the Social Worker to prepare content for social media communication

SPECIAL EDUCATOR

- Prepares children for school readiness program (either for mainstreaming or integration or inclusion)
- Collaborates with students, parents, and other members of staff to develop developmental plan for each student assigned
- Conducts ongoing assessments of student achievement through formal and informal testing
- Creates classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students
- Prepares learning material for different training material as and when required
- Establishes and maintains open communication by conducting conferences with parents, students and other concerned stakeholders
- Registers and documents the plans and progress made by each child and takes necessary action in case of any gaps