



Title : Case Manager

Qualification:- Masters in Psychology (Clinical), BEd / MEd in Special Education

Location: Gurgaon (NCR)

Job Description

Working with a group of children under the supervision of a Program Specialist and the junior program specialist, the case manager is responsible for the program implementation and progress of the children and also for regular communication with parents.

Essential Duties & Responsibilities

- Develop and implement Individualized Educational Plans (IEPs) based on the child's needs along with the Classroom Managers and Program Specialists.
- Create Teaching Learning Materials for students to complement their individual programs.
- Assist the clinical team in monitoring progress and assessments.
- Reporting daily/weekly updates regarding the student's programming to the parents.
- Maintain student records through regular Data Collection and conduct graphic analysis of the data on a regular basis.
- Generate Quarterly Progress Reports followed by Parents meetings for the same.
- Monitor and evaluate student's educational and behavioural progress through meetings, routine observations, daily/weekly review of data
- Actively participate in weekly meetings with the Classroom Managers/ Programme Specialists.
- Participate in Supervised Community visits and Home visits for the students.
- Participate in regular school wide trainings.

Benefits

- Highly competitive salary and benefits. 3.60 Lakhs p.a (based on qualifications & experience).
- Group Health Insurance
- Intensive training on ABA for 4 weeks
- Five days working
- One month paid summer break
- 10 days paid winter break
- Shuttle service from Huda metro station to ACE
- Annual leaves

Contact: Please send your latest resumes to: hr.ace@ace-india.org

Location: Gate No.4, ACE Building, Sector 62, Gurgaon (NCR)