

<p align="center">DIRECTORATE FOR WELFARE OF THE DIFFERENTLY ABLED PERSONS GOVERNMENT OF TAMIL NADU RIGHTS Project: Inclusion, Accessibility & Opportunities for the Differently Abled in Tamil Nadu TERMS OF REFERENCE FOR ENGAGEMENT OF 1. Block Coordinator</p>		
1.	BASIC DETAILS	
	Duty Station	: Allotted Block
	No of Engagements	: 1 per block
	Language Required/preferred	: English & Tamil
	Duration of Contract	: 12 months (Renewable subject to performance)
	Reporting Officer	: DDAWO / SPIU
2.	BACKGROUND	
	i.	As per the Census (2011), Tamil Nadu is the sixth most populous state in India with a population of 72 million, which includes the proportion (1.63 percent) of persons with disabilities compared to national average of 2.21 percent. A study that used pooled data from the District Level Household Survey-4 (2012-13) and Annual Health Survey 2nd updation round (201213) reveals that there are 4550 persons with disabilities amongst every 100,000 population in Tamil Nadu thereby indicating a much higher prevalence of disability in comparison to the census data. Therefore, if one goes by the estimates of this recent study, there would be about 3.2 million people in Tamil Nadu living with some form of disabilities. Moreover, even these estimations appear on the lower side especially since the definition and type of disabilities has undergone a change to include a larger population group since the promulgation of Rights of Persons with Disabilities Act, 2016

	ii.	<p>Persons with disabilities face multiple socio-economic constraints including poorer health outcomes, lower education levels, limited economic participation, and higher rates of poverty compared to persons without disabilities. They often experience exclusion and barriers in accessing health services, education, employment, transportation, information as well as care and rehabilitation services. Furthermore, households with a disabled member are more likely to experience material hardships– including food insecurity, poor housing, lack of access to safe water and sanitation, and inadequate access to healthcare. Thus, these limitations and barriers not only hinder their full and effective participation in the society, but also affect the country’s productive potential, the human capital. In order to increase the human capital and reduce the achievement gap among people with disabilities, a coordinated and comprehensive package of interventions appears warranted for addressing the individual and community contexts at both, multiple and systemic levels.</p>
	iii.	<p>Tamil Nadu has always been a pioneer in the implementation of welfare schemes for all sections of socially disadvantaged groups. The Department for the Welfare of the Differently Abled (DWDAP), through its various initiatives and schemes have extended full support to the differently abled people in their pursuit of full and equal involvement in every aspect of society. The DWDAP is largely responsible for all administrative, statutory and service delivery functions, which is implemented through its well experienced workforce at the state, district and local levels. The thrust areas of the DWDAP are: prevention and early interventions, special education, employment & vocational training, social security (maintenance allowance, travel concession, assistance to NGOs), aids & appliances, and barrier free structure. Recently, DWDAP conducted a pilot project in a few blocks of the state and has identified a need for multi-sectoral, whole-government, and capacity building approach to care and rehabilitation of the differently abled.</p>
	iv.	<p>The RIGHTS Project focuses on three pillars: first, promote inclusion of all by ensuring that persons with disabilities participate equally with others in any activity and service intended for the general public, such as education, health, employment, and social services; second, improve the access of specialized programs by investing in specific measures for quality care, rehabilitation and support services; and third, provide opportunities for persons with disabilities for completion of education, skills training and market-linked employment opportunities. However, to manage the project at the</p>

		proposed scale, substantial efforts would be required to build the current institutional capacity of the DWDAP at all levels in terms of field units for administration, service delivery, supervision and monitoring, along with self-sustaining capacity
	v.	<p>The Project would be managed through the Directorate for Welfare of the Differently Abled (DWDA), led by the Project Director (PD) RIGHTS project cum Director DWDA, hereinafter also referred as PD, and would have a team of consultants. District Project Implementation Unit in each district will oversee the activities in district level, headed by District Differently Abled Welfare Officer (DDAWO) and would have a team of District Project Officers. In Sub Division Level there will be Sub Division One Stop Social Care Service Centres (OSC) headed by Sub Division Officer for Differently Abled.</p> <p>The Family and Community Based Care and Rehabilitation services will be delivered through the Community Based Rehabilitation (CBR) to improve access and quality care and rehabilitation services for DAPs. CBR is a community development strategy that aims to enhance the quality of life for DAPs/ their families and ensure their inclusion and participation in the community. This will include individual-centric planning with the support of family and community, a grass-roots approach providing care and services, mobilizing local capacity and resources, and building on community strengths and structures with the primary purpose of making comprehensive care and services closer to the extent possible to DAPs and their parents/care givers.</p> <p>To provide the proposed above CBR activities of family and community-based care and rehabilitation services at, TN RIGHTS intends to engage a qualified and experienced organization/firm, called a “Community Service Provider (CSP)”</p> <p>TN RIGHTS, through Community Service Providers will establish block level centre in each block, Municipality, and corporation zones and Neighbourhood centres within the block, engage the required staff (Block level and Neighbourhood level) and provide community level services through frontline workers.</p>
	vi.	To ensure effective implementation and supervision of the RIGHTS Project at the Block levels, the DWDA is planning to engage a Block Coordinator for each Block.
3		<p>OBJECTIVES AND SCOPE</p> <p>Under the supervision of the Subdivision Officer for Differently Abled the Block coordinator will be responsible for:</p>

	<ul style="list-style-type: none"> a) Overall coordination and day-to-day management of DWDA and RIGHTS Project activities at the Blocks levels including, activities of Block OSC, family & community-based rehabilitation, EICs, and other welfare programs of the DWDA for the respective Block. Specifically: b) Preparation of Block Implementation Plans for all activities under DWDA and Rights Project <ul style="list-style-type: none"> i. Implementation of services in the Block OSC including ii. Community Mobilization iii. Management of activities in Neighbourhood centre and Block centre. iv. Support for delivery of rehabilitation services, life skill education, livelihood, and self-employment services in the block. v. Implement IEC activities at block, Neighbourhood centre and community level. vi. Provide various need-based services and resources for all differently abled (including all age groups) who need assistance for rehabilitation in the block vii. Support management of family and community level intervention at block level viii. Support in accessing social security schemes and Grievance redressal. ix. Ensure the proper delivery of rehabilitation services through rehabilitation professionals like Physiotherapist and special educators of the block. x. Monitoring the activities in the field including the work of Community facilitators and Community Rehabilitation workers. xi. Work closely with Community Service Providers of the block to ensure smooth delivery of rehabilitation services, training programs and other services related to differently abled people. c) Liaison with stakeholders including Community Service Providers of the Block. d) Liaising with line departments at block level. e) Prepare periodic progress reports of the block and timely submission of reports to Subdivision Officer for Differently Abled.
4	REPORTING AND REVIEW
	<p>The Block Coordinator will report to Subdivision Centre Manager of the subdivision and work under his/her direct supervision on a day-to-day basis.</p>
5	EDUCATIONAL QUALIFICATION AND EXPERIENCE

	This Block Coordinator requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.	
	i)	Block Coordinator should possess a full time UG/PG in any of the following: Rehabilitation science/ Physiotherapy/Occupational Therapy/ Speech Therapy/ Special education/ Psychology/Social work/Public administration.
	ii)	Preferably 2 years of post-qualification experience in areas relating to service delivery for person with disabilities particularly in care, support and rehabilitation services
	iii)	Preferably has demonstrated understanding of managing centre-based rehabilitation activities and community-based rehabilitation
	iv)	Preference will be given for Differently Abled Person and their family
	v)	Preference will be given to person belonging to same block
6.	Skills Required	
		<ul style="list-style-type: none"> • Capability to manage a centre and oversee the service delivery with the block. • Project Planning, Monitoring and Data Analysis skills. • Excellent interpersonal communication skills. • Good computer skills in MS Office: Word, Excel and PPT • Able to read and write in Tamil and English. • Ability to work in teams and liaise well with others.
7.	Remuneration	
	i)	The remuneration for the Block Coordinator would be Rs 30,000 per month. Only travel expenses will be paid additionally as per actuals. The Block Coordinator will be located at Block level centre during the contract period. The Block Coordinator may require travel as per Project requirements. Travel allowances will be provided separately as per travel policy.
	ii)	The Block Coordinator will have to attend Block level centre and/or need to do field visit within the block on all working days. The Block Coordinator may also be required to attend office or do field visit on holidays as and when so desired by higher officials for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays

2. Case Manager and Rehabilitation Manager - One Stop Social Care Service Centre (Sub Division)

1.	BASIC DETAILS	
Language Required/preferred	:	English & Tamil
Duration of Contract	:	12 months (Renewable, subject to performance)
2.		OBJECTIVES AND SCOPE <ul style="list-style-type: none"> Under the supervision of the Sub Division Officer for Differently Abled, the incumbent will be responsible for the case management of all DAPs visiting the Sub Divisional OSC. Case managers serve as patient advocates to support, guide and coordinate care for Differently abled person, families and caregivers as they navigate their rehabilitation and wellness journeys <p>The Rehabilitation and Case Manager is responsible for the following.</p>
		<ul style="list-style-type: none"> Reach out to each DAP reaching the Centre to assess their needs, appraise the situation, and listen to their concerns. Develop a detailed individual plan of action to meet these needs, set goals, and find necessary resources to meet the goals. Provide information to DAP/caretakers on beneficiary-oriented schemes and programs. Assist DAPs/caretakers to access program and scheme welfare benefits by consolidating department-wise beneficiary-oriented schemes and programs, and follow up with concerned departments through DDAWO and district convergence committee. Offer initial counseling for Differently abled Person in either individual or group settings else if found critical refer the case to Psychologist. After identifying each case, refer to the appropriate rehabilitation specialists available at the Centre depending on the case assessment. Consider personal and environmental factors while deciding for the proper treatment. Ensure DAPs/caretakers easily lobby with all the other thematic specialists for their detailed assessment with follow-up visit dates, referral support services, etc., documented in the case sheet of every individual DAP. Coordinate with service provider NGOs at the Block OSC with follow-up visit dates, referral support services, etc., documented in the case sheet of every individual DAP. Consult with the Subdivision Officer for Differently Abled regarding any resource requirement if not available at the Centre. Keep comprehensive records of DAP's progress throughout the process, including every call, and referral. Maintain confidentiality, respect privacy, and preserve the DAP's routine and independence as much as possible.

		<ul style="list-style-type: none"> Stay in touch with DAPs post their case assessment to monitor the progress made as per the recommendation/s and record them for future reference. Facilitate periodic (once every three months- on a fixed date) caretaker training with the thematic specialists, to explain to them on prognosis against the goal set, GRM, understanding developmental need perspective of caretakers, etc., Support DAPs/caretakers in their Grievance Redressal process, capacity building, nurturing peer support groups, supporting with teleconference support, etc., The rehabilitation cum Case manager may be the Grievance Redressal Officer (GRO) for the Subdivision level activities and works on resolving the issues raised from various levels. Any other relevant task/ activity as assigned by Subdivision Officer for Differently Abled.
3.	REPORTING AND REVIEW	
	The Rehabilitation and Case Manager will report to Sub Division Officer for Differently Abled - OSC	
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE	
	The Rehabilitation and Case Manager requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.	
	i)	Rehabilitation and Case Manager should possess a valid Master's degree in any rehabilitation science/master's degree in Physiotherapy/Occupational Therapy/ Speech Therapy/ Special education/ psychology.
	ii)	Preferably 3 years post-qualification experience in areas relating to service delivery for persons with disabilities, particularly in care, support, and rehabilitation services is preferred.
	iii)	Demonstrated understanding of case management and data collection with data analytics as an additional qualification

* Preference will be given to Differently Abled Person and their family members

5.	Skills Required	
	i)	<ul style="list-style-type: none"> Knowledge of community resources and counseling/ social work practices with DAPs Must possess strong communication and persuading skills and problem management strategies. Capability to collect, record and analyze data. Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred.

		<ul style="list-style-type: none"> • Computer proficiency and good knowledge of MS-office, or equivalent computer applications are required. • Ability to work in a variety of settings with culturally diverse families and communities. • Possess good documentation and listening skills. • Ability to work independently with strong sense of focus, task-oriented, fair, open personal qualities, clear sense of boundaries. • Good written, verbal communication, and report writing skills in English and Tamil. • Ability to work in teams and liaise well with others. • Should have an outstanding social rapport skill • Willing to travel to remote locations/ blocks/ areas within Sub Division as and when required.
6.	Remuneration	
	i)	·The remuneration for the incumbent would be a maximum of Rs.35,000/- per month. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	ii)	The rehabilitation and Case Manager will have to attend OSC on all working days unless on an official tour as approved by Sub Division Officer for Differently Abled. The Rehabilitation and Case Manager may also be required to attend office on holidays as and when desired by PD/DPIU/SPIU/ other higher officials to dispose of urgent matters. However, no extra remuneration will be paid for attending the office on holidays.

3. Psychologist - One Stop Social Care Service Centre

1.	BASIC DETAILS		
	Language Required/preferred	:	English & Tamil
	Duration of Contract	:	12 months (Renewable, subject to performance)
2.		OBJECTIVES AND SCOPE <ul style="list-style-type: none"> Under the supervision of the Subdivision Officer for Differently Abled, the incumbent will be responsible for the well-being of DAPs related to psychological issues. Psychologists can help people learn to cope with stressful situations, overcome addictions, manage their chronic illnesses, and tests and assessments that can help diagnose a condition or tell more about the way a person thinks, feels, and behaves <p>The Psychologist is responsible for the following.</p>	
		<ul style="list-style-type: none"> Interact closely with identified DAPs and their family members to assess their individual concerned as well as to develop insight into themselves and their relationships. Help DAPs and their family members to engage in purposeful activities or occupations to promote, regain or maintain health and well-being. Help DAPs and their family members cope with their decline in overall health and assist them with specific disorders like depression/stress, as well as changes in ability or lifestyle, family struggles and other stressors. Develop treatment plans based on individual needs to increase ability of beneficiaries to carry out activities or occupations independently, and with more confidence. Collect information about DAPs and their family members through informal interviews, observations, and appropriate tests. Communicate with the DAPs and their family members to retrieve information with a motive to get hold of the root cause of the problem. Train the caregiver/Family members on counselling and positive mental health. Ask about events and situations in the life of the DAPs to read the state of their mind. Organize mental exercises/ games/ tasks to know the mental status of DAPs. Listen to the issues of DAPs with patience. Treat DAPs and their family members with dignity and respect Counsel/ advise/ mentor DAPs and their family members on creating and maintaining coping mechanisms for late life stress. Responsible for progression of mental health and mental wellbeing of DAPs in the centre Conduct workshops/ activities in consultation with Subdivision Officer for Differently Abled to enable them to mingle with the surroundings and help them restore their comfort. 	

		<ul style="list-style-type: none"> • Need to travel in mobile unit for psychological assessment of DAPs and their family members and provide counselling as when needed. • Need to deliver tele consultation for DAPs as per schedule. • Any other relevant task/ activity as assigned by the Subdivision Officer for Differently Abled.
3.	REPORTING AND REVIEW	
	The Psychologist will report to Subdivision Officer for Differently Abled - OSC.	
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE	
	The Psychologist requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.	
	i)	Psychologists should possess a valid full-time master's degree in Psychology (Counselling/Behavioural/Clinical) from UGC recognized University. Experience candidates who worked with DAPs will get preference.
	ii)	Minimum 3 years post-qualification experience in areas relating to service delivery for persons with disabilities, particularly in care, support, and rehabilitation services is preferred
	iii)	Demonstrated understanding of centre-based rehabilitation activities related to counselling and psychology
	iv)	Candidate having certification from Rehabilitation Council of India would be given preference

* Preference will be given to Differently Abled Person and their family members

5.	Skills Required	
		<ul style="list-style-type: none"> • Technically sound on knowledge about human behaviour & performance, individual differences in ability, personality, and interests, learning and motivation, psychological research methods and the assessment and treatment of behavioural and affective disorders • Well verse with principles, methods and procedures for diagnosis, treatment, counseling, and guidance. • Candidate with knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, and cultures would be desirable. • Be able to combine pieces of information to form general rules or conclusions. • Must be a good listener and capable to identify and understand the ideas being presented by DAPs and their families. • Excellent verbal and written communication in Tamil and English is required. • Computer proficiency and good knowledge of MS-office, or equivalent computer applications are required.
	ii)	Good computer skills in MS Office: Word, Excel, and PPT

	iii)	Good written and verbal communication skills and report writing skills in English and Tamil.
	iv)	Ability to work in teams and liaise well with others. Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred.
6.	Remuneration	
	i)	·The remuneration for the incumbent would be a maximum of Rs.35,000/- per month.However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	ii)	Psychologists must attend OSC on all working days unless on an official tour approved by Subdivision Officer for Differently Abled. The Psychologist may also be required to attend office or travel in mobile unit for assessments on holidays as and when desired by PD/DPIU/SPIU/other higher officials for disposal of urgent matters. However, no extra remuneration for attending the office on holidays will be paid.

4. Post Name - Special Educator - One Stop Social Care Service Centre

1.	BASIC DETAILS		
Language Required/preferred		:	English & Tamil
Duration of Contract		:	12 months (Renewable, subject to performance)
2.		OBJECTIVES AND SCOPE <ul style="list-style-type: none">Under the supervision of the Subdivision Officer for the Differently Abled, the incumbent will be responsible for the activities related to Special Education for the differently abled.Special educators develop Individualised Education Programs (IEPs) to set goals and track progress of person with special needs. Furthermore, special educators coordinate with other teachers and counsellors to prepare lessons and write reports.They also regularly communicate with the parents of children about their child's progress. The Special Educator is responsible for the following.	
	I.	<ul style="list-style-type: none">Assess DAP's abilities and craft teaching plans.Adapt learning materials to DAP's needs.Keep track of and reflect on DAP's progress.Monitor DAP's behavioural patterns and arrange appropriate interventions if needed.Find engaging activities to teach skills (e.g., drawing and theatre drama)Preparing the teaching modules for children attending the centrePrepare DAPs for transition to the next grade/level.Inform parents about their children's performance and potential problems.Train the caregivers in special education aspects and activities of daily life for the DAPs attending the centre.Collaborate with the other specialists (e.g., counsellors, and speech therapists) to create holistic intervention plansNeed to train the block team in special education aspects.Need to deliver tele consultation as when needed.Need to travel in mobile unit for assessment and treatment related to special education	
3.	REPORTING AND REVIEW		
	The Special Educator will report to Subdivision Officer for Differently Abled - OSC.		
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE		
	Special Educator requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.		
	i)	Special Educators should possess a valid full-time Bachelors / master's degree in special education in Intellectual Disability from a UGC recognised University. The person should have live RCI (Rehabilitation Council of India) registration with a valid number.	
	ii)	Preferably 3 years post-qualification experience for Master degree / 5 years post-qualification experience for Bachelor degree in areas relating to service delivery for	

		persons with disabilities, particularly in care, support, and rehabilitation services is preferred.
	iii)	Demonstrated understanding of centre-based rehabilitation activities related to Special Education

* Preference will be given to Differently Abled Person and their family members

5.	Skills Required	
	i)	<ul style="list-style-type: none"> • Capability to assess, evaluate and monitor the Special Education aspects of the differently abled people. • Ability to counsel the caregiver/family members of DAPS on importance of Special Education • Able to read and write in Tamil and English • The candidate must be good, observant, patient and reliable with a desire to work with persons with disabilities. • Computer proficiency and a good knowledge of MS-office, or equivalent computer applications are required. • Ability to work in teams and liaise well with others. • Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. • Fluency in spoken and written English is a must. • Fluency in spoken and written Tamil is preferred.
6.	Remuneration	
	i)	The remuneration for the incumbent would be a maximum of Rs.35,000/- per month. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	ii)	Special Educators will have to attend OSC on all working days unless on an official tour as approved by Subdivision Officer for Differently Abled. Special Educators may also be required to attend office or need to travel in the mobile unit for assessment on holidays as and when desired by PD/DPIU/SPIU/other higher officials for disposal of urgent matters. However, no extra remuneration will be paid for attending the office on holidays.

5. Post Name - Occupational Therapist- One Stop Social Care Service Centre

1. BASIC DETAILS							
Language Required/preferred	: English & Tamil						
Duration of Contract	: 12 months (Renewable, subject to performance)						
2.	<p>OBJECTIVES AND SCOPE</p> <ul style="list-style-type: none"> Under the supervision of the Subdivision Officer for Differently Abled, the incumbent will be responsible for the activities related to Occupational Therapy. Occupational therapists uses the therapeutic techniques to improve, rehabilitate, or maintain DAP's motor skills and overall ability to perform everyday activities <p>The Occupational Therapist is responsible for the following.</p> <ul style="list-style-type: none"> Conducting physical and psychological assessments of DAPs and developing or following a treatment plan. Assessing home and work environments of DAPs and deciding what adjustments are needed. Advising on adaptive equipment to help DAPs with daily activities. Developing physical rehabilitation programs to help DAP's regain lost skills. Preparing DAP for a return to work. Educating caregivers and family members of DAPs on patient care. Evaluating results and progress of occupational therapy on DAPs. Maintaining professional knowledge and the technical progress to provide DAPs with the best treatment program available. Evaluating DAP's condition regarding physical and basic mental health. Responsible for the progression of functional issues of DAPs in the centre. Train the caregiver in activities of daily life Responsible for guiding the rehabilitation specialist in Block OSC. Need to deliver tele consultation for DAPs as per schedule. Need to travel to different villages/areas in mobile u it for assessment and treatment plans as per schedule. 						
3.	<p>REPORTING AND REVIEW</p> <p>The occupational Therapist will report to Subdivision Officer for Differently Abled - OSC.</p>						
4.	<p>EDUCATIONAL QUALIFICATION AND EXPERIENCE</p> <p>The Occupational Therapist requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.</p> <table border="1"> <tr> <td>i)</td><td>Occupational Therapists should possess a valid Bachelor / Master's degree in occupational therapy from a recognised university.</td></tr> <tr> <td>ii)</td><td>Preferably 3 years post-qualification experience for Master's degree / 5 years post-qualification experience for Bachelor degree in areas relating to service delivery for persons with disabilities, particularly in care, support, and rehabilitation services is preferred</td></tr> <tr> <td>iii)</td><td>Demonstrated understanding of centre-based rehabilitation activities related to Occupational therapy. Preference will be given to Differently Abled Person and their family members.</td></tr> </table>	i)	Occupational Therapists should possess a valid Bachelor / Master's degree in occupational therapy from a recognised university.	ii)	Preferably 3 years post-qualification experience for Master's degree / 5 years post-qualification experience for Bachelor degree in areas relating to service delivery for persons with disabilities, particularly in care, support, and rehabilitation services is preferred	iii)	Demonstrated understanding of centre-based rehabilitation activities related to Occupational therapy. Preference will be given to Differently Abled Person and their family members.
i)	Occupational Therapists should possess a valid Bachelor / Master's degree in occupational therapy from a recognised university.						
ii)	Preferably 3 years post-qualification experience for Master's degree / 5 years post-qualification experience for Bachelor degree in areas relating to service delivery for persons with disabilities, particularly in care, support, and rehabilitation services is preferred						
iii)	Demonstrated understanding of centre-based rehabilitation activities related to Occupational therapy. Preference will be given to Differently Abled Person and their family members.						

5.	Skills Required	
	i)	<ul style="list-style-type: none"> • Capability to assess, evaluate and monitor the functional aspects of the differently abled people. • Excellent interpersonal communication skills. • Ability to take care of clients with different personalities. • Ability to assess patient conditions and work with treatment plans. • Good computer skills in MS Office: Word, Excel and PPT • Able to read and write in Tamil and English. • Ability to work in teams and liaise well with others. • Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. • Fluency in spoken and written English is a must. • Fluency in spoken and written Tamil is preferred.
6.	Remuneration	
	i)	The remuneration for the incumbent would be a maximum of Rs.35,000/- per month. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	ii)	Occupational Therapists will have to attend OSC on all working days unless on an official tour as approved by Subdivision Officer for Differently Abled. The occupational Therapist may also be required to attend the office or travel in mobile unit on holidays as and when desired by PD/DPIU/SPIU/other higher officials for the disposal of urgent matters. However, no extra remuneration will be paid for attending the office on holidays.

6. Optometrist/ Mobility Instructor - One Stop Social Care Service Centre

1.	BASIC DETAILS		
	Language Required/preferred	:	English & Tamil
	Duration of Contract	:	12 months (Renewable, subject to performance)
2.		OBJECTIVES AND SCOPE <ul style="list-style-type: none"> Under the supervision of the Sub Division Officer for Differently Abled, the incumbent will be responsible for the activities related to eye testing and visual stimulation for the differently abled. Optometrists diagnose and treat vision problems. They perform eye exams to identify any problems in your vision. Optometrists can prescribe many of the most common treatments you'll need to correct your vision, including, Eye glasses and Contact lenses. They can diagnose low vision and prescribe treatment for the same. Mobility Instructor teach individuals with visual impairments to travel safely, confidently, and independently in their environment. <p>The Optometrist/Mobility Instructor is responsible for the following.</p>	
		<ul style="list-style-type: none"> Examining Daps eyes and conducting diagnostic tests to assess ocular health and determine the nature and extent of vision problems and abnormalities. Testing visual functions using specialised instruments and equipment for measuring visual acuity and refractive error, the function of visual pathways, visual fields, eye movements, freedom of vision and intraocular pressure. Prescribing corrective eyeglasses, contact lenses and other vision aids, and checking optical devices for performance, safety, comfort and lifestyle. Detecting and diagnosing eye movement disorders and defects of binocular function, and planning and managing treatment programs, including counselling DAPs and their families in eye exercises to coordinate movement, and focusing of eyes. Detecting, diagnosing, and managing eye disease, including prescribing medications for the treatment of eye disease. Consulting with and referring DAPs to Ophthalmologists if additional medical treatment is necessary in relating to eyes. Advising on visual health matters such as contact lens care, vision care, optics, visual ergonomics, and occupational and industrial eye safety. Provide instruction in orientation & mobility support to DAPs as referred by Case Manager using the standard methods and techniques. Instruct DAPs on related subjects/ issues including but not limited to use of certified low vision, electronic mobility aids such as long canes, independent living services, vocational services, Braille, keyboarding and computer technology training, and orientation and mobility services. Provide instruction/ guidance and mentor DAPs in problem solving techniques, direction finding and use of electronic devices for analyzing surroundings. Orient DAPs to their physical environment through maximum development and utilization of their remaining senses Conduct individual and/or group training in local surroundings of village/ block/ district. Instruction is to include, but not limited to the use of public transportation, public facilities, stairs, revolving entry gates to public places and other related obstructing features they may come across in daily life. Prepare tactual and auditory maps and instruct beneficiaries in their proper use to help them identify and understand their localities. 	

		<ul style="list-style-type: none"> • Evaluate beneficiary's functional, physical, and mental capabilities, as related to mobility and orientation. • Determine individual's need for physical conditioning. • Address and conduct workshops for interested beneficiaries as and when required. • Train the block team in eye-related issues and provide support services to the block team. • Need to deliver tele consultation when needed as per schedule. • Need to travel in mobile unit for assessment and needed treatment. • Any other relevant task/ activity as assigned by the Subdivision Officer for Differently abled.
3.	REPORTING AND REVIEW	
	The Optometrist/Mobility Instructor will report to Subdivision Officer for Differently Abled.	
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE	
	Optometrist/Mobility Instructor requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.	
	i)	Optometrist/Mobility Instructors should possess a Bachelor / master's degree in optometry from a UGC recognized University.
	ii)	Preferably 3 years of post-qualification for Master's degree / 5 years Post-qualification for Bachelor degree experience in areas relating to service delivery for persons with disabilities, particularly in care, support, and rehabilitation services is preferred.
	iii)	Demonstrated understanding of centre-based rehabilitation activities related to Special Education Preference will be given to Differently Abled Person and their family members
5.	Skills Required	
		<ul style="list-style-type: none"> • Capability to assess, evaluate and generate reports in eye testing aspects of the differently abled people. • Candidate must be a good observant, patient and reliable with a desire to work with persons with disabilities. • Computer proficiency and good knowledge of MS-office, or equivalent computer applications are required. • Able to read and write Tamil and English. • Ability to work in teams and liaise well with others. • Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. • Fluency in spoken and written English is a must. • Fluency in spoken and written Tamil is preferred.
6.	Remuneration	
	i)	<ul style="list-style-type: none"> • The remuneration for the incumbent would be a maximum of Rs.35,000/- per month. • However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	ii)	Optometrist/Mobility Instructors will have to attend OSC on all working days unless on an official tour as approved by Subdivision Officer for Differently Abled. Optometrist/Mobility Instructor may also be required to attend office or travel in mobile unit for assessment and treatment on holidays as and when desired by PD/DPIU/SPIU/other higher officials for disposal of urgent matters. However, no extra remuneration will be paid for attending the office on holidays.

7. Post Name - Junior Administrative Support - One Stop Social Care Service Centre

1.	BASIC DETAILS		
Language Required/preferred		:	English & Tamil
Duration of Contract		:	12 months (Renewable subject to performance)
2.		OBJECTIVES AND SCOPE <ul style="list-style-type: none">Under the supervision of the Subdivision Officer for Differently Abled, the incumbent will be responsible for the front Desk of the OSC.Main duty of Junior Administrative Support is to assist the day-to-day clerical and administrative work of the centre. Junior Administrative Support is responsible for the following	
		<ul style="list-style-type: none">Responsible for daily registration of DAPs reaching centre for various purpose.Collects the basic information of visitors and beneficiaries' details in the registers.Daily reconciliation of number of DAPs and their caregivers receiving services in the centre.Attend Phone calls and provide a proper response to the enquiry.Receives application from DAPs for various schemes and issue the acknowledgment slip.Provide guidance for DAPs to receive various services in the centre.Provide general support to visitors.Attend to the assigned work by the team.Receive and send post	
3.	REPORTING AND REVIEW		
	Junior Administrative Support will report to Subdivision Officer for Differently Abled-OSC		
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE		
	Junior Administrative Support requires to ensure efficient operation of the office. Able to undertake a variety of office support related to disability.		
	i)	Any full time Under graduation degree from a UGC recognised University Possess a valid certificate in Type Writing (Higher in English and Tamil)	
	ii)	Preferably 2 years of experience in front desk / reception in any organization/hospital/company that is used to assist visitors and beneficiaries.	
	iii)	Able to work in MS office- Word, PPT and Excel. Preference will be given to Differently Abled Person and their family members	
5.	Skills Required		
	i)	<ul style="list-style-type: none">Capability to collect information and provide answers to the queriesGood written, verbal communication skill and report writing skill in both English and Tamil language.Knowledge of maintaining records and registersWillingness to learn new things.Ability to work in teams and liaise well with others.Should have a very good social rapport skill	

		<ul style="list-style-type: none"> • Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. • Fluency in spoken and written English is a must. • Fluency in spoken and written Tamil is preferred.
6.	Remuneration	
	i)	·The remuneration for the incumbent would be a maximum of Rs.15000/- per month. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	ii)	Junior Administrative Support will have to attend OSC on all working days unless on an official tour as approved by Subdivision Officer for Differently Abled. Junior Assistant may also be required to attend office on holidays as and when so desired by higher officials for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays

8. Office Helper (SDC)

1.	BASIC DETAILS		
	Language Required/preferred	:	Tamil
	Duration of Contract	:	24 months (Renewable subject to performance)
2.	OBJECTIVES AND SCOPE Under the supervision of the Project Director, the incumbent will be responsible for both indoor and outdoor office works, work assigned by officers and staff of the RIGHTS project. The incumbent will:		
i)	Responsible for office attendant work pertaining to the day-day operations of the State Project Management Unit of RIGHTS projects.		
ii)	Basic functional knowledge of office equipment such as photocopying, printing, fax etc., filing of documents as well handling pantry work.		
iii)	Carry out both indoor and outdoor office activities. Answer phone calls and direct callers to the appropriate party		
iv)	Monitor and manage inventory of office supplies; order and distribute office supplies as necessary. Coordinate and schedule appointments and meetings		
v)	Perform other administrative support tasks, including updating and sorting files, etc for the reporting manager.		
3.	REPORTING AND REVIEW		
	The Office Helper will report to PD or any other official as assigned by PD and work under his/her direct supervision on a day-to-day basis.		
	Office Helper will report to Centre Manager	OSC.	-
	REQUIRED QUALIFICATION AND EXPERIENCE		
	i	Minimum of 10 th passed	
	ii	Experience of at least 2 years in similar work, preferably with National/ State Government and /or development organisation	

* Preference will be given to Differently Abled Person and their family members

4.	Remuneration		
	i)	·The remuneration for the incumbent would be a maximum of Rs.12000/- per month. ·However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.	
	ii)	Office Helper will have to attend OSC on all working days unless on an official tour as approved by Centre Manager -OSC. Office Helper and may also be required to attend office on holidays as and when so desired by higher officials for disposal of urgent matters. However, no extra remuneration will be paid for attending the office on holidays	

***RIGHTS Project: Inclusion, Accessibility & Opportunities for the
Differently Abled in Tamil Nadu***

TERMS OF REFERENCE FOR ENGAGEMENT OF

9. Multi-Purpose Worker- Sanitation and Security - One Stop Social Care Service Centre

1.	BASIC DETAILS		
	Duty Station	:	<i>One Stop Social Care Service Centre</i>
	No of Engagements	:	<i>94</i>
	Language Required/preferred	:	Tamil & English
	Duration of Contract	:	24 months (Renewable subject to performance)
	Reporting Officer	:	Centre Manager-OSC
	Multi-Purpose Worker- Sanitation and Security will be responsible for the following <ul style="list-style-type: none"> • Cleaning and hygiene maintenance of the OSC centre. • Responsible for the safety of all the OSC materials • Support in any other activities as assigned by the Centre Manager. 		
2	REPORTING AND REVIEW		
	Multi-Purpose Worker- Sanitation and Security will report to Centre Manager OSC.		
3	REQUIRED QUALIFICATION AND EXPERIENCE		
	i	Minimum of 10 th or 12 th pass	
	ii	Minimum of 1- 2 years' experience of providing multipurpose services preferably in school, collage, hospital, etc.,	

* Preference will be given to Differently Abled Person and their family members

4.	Remuneration	
	i)	The remuneration for the Multi-Purpose Worker- Sanitation and Security would be Rs.12,000 per month.

	ii)	Multi-Purpose Worker- Sanitation and Security will have to attend OSC on all working days unless on an official tour as approved by Centre Manager -OSC. Multi-Purpose Worker- Sanitation and Security and may also be required to attend office on holidays as and when so desired by higher officials for disposal of urgent matters. However, no extra remuneration will be paid for attending the office on holidays
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