

**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

1.	BASIC DETAILS
Language Required/preferred	: English & Tamil
Duration of Contract	: 12 months (Renewable subject to performance)
2.	<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">• 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:• Preparation of Block Implementation Plans for all activities under DWDA and Rights Project Implementation of services in the Block OSC including Community Mobilization Management of activities in Neighbourhood centre and Block centre.• Support for delivery of rehabilitation services, life skill education, livelihood, and self-employment services in the block.• Implement IEC activities at block, Neighbourhood centre and community level.• Provide various need-based services and resources for all differently abled (including all age groups) who need assistance for rehabilitation in the block• Support management of family and community level intervention at block level• Support in accessing social security schemes and Grievance redressal.• Ensure the proper delivery of rehabilitation services through rehabilitation professionals like Physiotherapist and special educators of the block.• Monitoring the activities in the field including the work of Community facilitators and Community Rehabilitation workers.• 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.• Liaison with stakeholders including Community Service Providers of the Block.• Liaising with line departments at block level.• Prepare periodic progress reports of the block and timely submission of reports to Subdivision Officer for Differently Abled.

3.	REPORTING AND REVIEW	
	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.	
4.	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 valid bachelor's degree in any rehabilitation science/ Physiotherapy/ Occupational Therapy/ Speech Therapy/ Special education/ psychology.
	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)	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. 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 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