

**REGISTERED**



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No.SO(ESTT)48-7/2012

**GOVERNMENT OF THE PUNJAB  
SPECIAL EDUCATION DEPARTMENT**  
31-Sher Shah Block New Garden Town, Lahore.

Dated Lahore the 20<sup>th</sup> March , 2024

**SERVICE STATEMENT**

It is certified that **Mr. Sajjad Hussain** was appointed as Social Case Worker (BS-17) in the year 2008 on regular basis and joined Special Education Department on 01.09.2008. While working in this Department, his work is satisfactory. His duties / job specifications are as follows:

He is responsible for keeping up to-date record of child's medical as well as personal data. His job description shall include:-

- To assist the Director/Principal to formulate, define, clarify and interpret the philosophy and welfare objectives of the centre within the context of organizational purposes.
- To visit home of disabled child applying for admission in the centre and prepare case history of the child in cooperation with the parents reflecting family history, socio-economic status of the family.
- To maintain close liaison with the class teacher and to assist him/her in the satisfactory resolution of problems of defective relationships affecting parent- teacher, teacher-student and parent student. He should arrange joint home visit programs with the class teacher in search of a satisfactory resolution of the defective relationship problem seeking full cooperation of the parents.
- To develop an action plan for parent counseling and guidance services for follow up of community based delivery of welfare and educational intervention programs for the disabled children.
- To develop welfare services for the staff of the centre.
- To organize educational and excursion trips for the disabled children of the centre.
- To establish liaison with other educational institutions for integration of children of the centre in consultation with the Class Teacher.
- To establish liaison with Vocational/Arts and crafts institutions for placement of the children of the centre for short term courses.
- To organize summer school programs for disabled children of different age groups.
- To conduct periodical evaluation concerning:
  - (a) Quality of parent counseling services provided.
  - (b) Nature, extent and quality of individual services provided.
  - (c) Impact of services provided,
- To serve as a member of the School's Multi-professional Team.
- To establish liaison with outside agencies for coordination of services, including referral, seeking of services from specialists identified by technical staff in consultation with the Director/Principal.
- To carry out any other job as assigned by the Director/Principal.
- To assist the Director to formulate & implement organ policy.
- To make frequent home visit from social case history.
- To serve as member of multi-professional team.
- Liaison with other potential welfare organizations / support teacher
- The nature of job is semi-administrative cum professional & Academic.
- Parents' counseling.

  
**SECTION OFFICER (ESTT)**