

21 September, 2026

Comprehensive Rehabilitation Services for People with disability in Uganda (CoRSU) was established in 2006 as a private non-profit, non-governmental organization. CoRSU provides Orthopaedic Surgery, Plastic Surgery, and Rehabilitation, mainly for children as well as adults with disability.

Established in 2006, CoRSU delivers specialized care to children with disabilities, particularly from underserved communities through the CBID program. The hospital conducts an average of 3,000 surgeries annually and has supported over 70,000 Surgeries, reaching more than 100,000 people with rehabilitation services. CoRSU works in partnership with government, donors, and communities to strengthen referral systems, promote inclusion and restore mobility, dignity, and hope across Uganda

CoRSU Hospital seeks to fill the following vacancy:

Job Title:	Orthopedic workshop Assistant (Shoe Artisan) Volunteer
Number of vacancies:	02
Payment Grade:	Fulltime
Reporting to:	Orthopedic Workshop Manager
Department:	Rehabilitation services

Overall job objective:

Manufacture, repair and issue custom made shoe and orthotics to patient/users.

Functional Outputs/Activities per key performance area:

Maintenance Planning

- Evaluates, prescribe, fabricates and issues at least 10 pairs of custom-made shoes monthly in collaboration with orthopedic technologists/Shoe Artisan
- Repair and modifies cushioning of at least 15-wheel chairs quarterly.
- Performs finishing activities on at least 10 prostheses and orthoses directed by orthopedic technologist/ physicians
- Participates in completion of Job cards and stock management using approved tools daily
- Participate in capacity building of students to the prosthetic and orthotics workshop.
- 90% of client needs, prescriptions and progress documented monthly
- Make minor repairs on hospital mattresses and furniture.
- Oversees general cleanliness of workstation in the P&O unit
- Participates in at least two continuous medical education (CME) sessions quarterly.
- Participates in developing and or updating at least one standard operating procedure (SOP) for assistive devices quarterly.
- Participate in at least one departmental meeting monthly
- Participates in at least one unit meeting monthly.

- Refers clients to the respective department or specialists for consultation and appropriate intervention whenever required.

Assessment of Patient /user

- Examines the patient/user and prescribes custom made shoes with the support from the orthopedic technologist and physicians.
- Records and reports any pertinent information regarding patient/users and their families, including a determination of the expectations and needs.
- Communicates appropriate information to patients/users and their families.

Fabrication, Fitting and Issuing of shoes

- Identifies physical and other relevant characteristics of the patient/ user.
- Formulates a range of shoe designs including selection of materials components and additional aids with support from the orthopedic technologists.
- Is responsible for all casts and measurements required for proper fabrication and fitting.
- Modifies positive and/or negative models and/or layouts of design to obtain optimal fit and alignment.
- Carries out fitting, static and dynamic alignment and, where appropriate, preliminary training and initial check out.
- Works in collaboration with orthopedic technologists, physicians, artisans and assistants during fabrication of shoes

Evaluation and follow-up

- Advises the team and participates directly in final check-out and evaluation of fit, function and cosmesis.
- Instructs the patient/user or family in the use and care of Assistive devices
- Takes part in follow-up procedures as well as maintenance, repair and replacement of the Assistive device.
- Collaborates and consults with other multi-disciplinary team members engaged in the management of the patient/user

Training and Education

- Train and demonstrates to orthopedic technologists, technicians and other colleagues the fabrication of custom-made shoes.
- Participate and contribute to the process of continuing professional development.
- Keeps abreast of new developments concerning shoe technology and teaching techniques.

Financial Management

- Participate in unit Budgeting and planning.

Risk Management

- Continuously assesses risk inherent in the administration process.

Compliance

- Adherence to patient guidelines on confidentiality and safeguarding
- Ensure CoRSU Administration Process Compliance by all stakeholders in execution of activities.
- Adherence to all CoRSU Policies and Procedures

Required Qualifications, Experience, skills and competencies

Comprehensive Rehabilitation Services for People with Disability in Uganda.

P.O. Box 46, Kisubi, Uganda. Telephone: Mobile: +256 (0) 76 1002 111/ (0) 76 1002

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Website: www.corsuhospital.org

- Advanced certificate in shoe making
- Diploma in shoe making
- Knowledge of rehabilitation of people with disabilities especially children

Experience

- 1 year of working experience

Qualified persons should submit their applications (detailed CV with a cover letter plus copies of Academic Qualifications) to: The Head of Human Resources, CoRSU Hospital P.O. 46 Kisubi, or email to: recruitment@corsuhospital.org before midnight of **Friday 9th October, 2026**, the Title of the Job you are applying for and the name of the Applicant should be the subject of the email.

NB: *CoRSU is an Equal Opportunity Employer; so capable People with Disabilities (PWDs) are encouraged to apply. However, only shortlisted candidates will be called for interviews.*

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