

Job Description

Programme Coordinator, Udayan Ghar Programme

Location: Faridabad

Reports to: Manager, Udayan Ghar Programme

About Udayan Care

Udayan Care, a Public Charitable Trust has been working for the quality care of disadvantaged children and women and youth for over 22 years, with the endeavor of providing sustainable rehabilitation. The mission of "A nurturing home for every orphaned child; an opportunity for higher education for every girl and for every adult; the dignity of self-reliance and the desire to give back to society." is what drives its 100 employees and close to 800 volunteers to action.

Udayan Care provides homes to orphaned children while also giving girls financial and development support to continue higher education, and communities to train themselves in vocations, by engaging socially committed individuals, who provide a transformative, nurturing and mentoring environment, to help them realise their full potential.

Udayan Care has been accredited by Give India, Guidestar and Credibility Alliance, for its transparent and credible performance. In 2015, the Honourable President of India awarded Udayan Care the **National Award for Child Welfare 2014** - India's highest commendation for a non-profit child welfare organisation constituted by the Government of India for its efforts to bring smile in the life of young children.

Role

To work as a part of a committed and dedicated care giving team comprising of managers, social workers, care staff, mentor parents and volunteers to achieve the best possible outcomes for children living in ghars – Udayan Care's children's residential care programme for orphaned and abandoned children

Key Responsibilities

- Obtain case history, assess immediate care needs & prepare the child & home for admission.
 - Complete full assessment, develop the care plan, monitor, review and record progress
 - Maintain case file, and write reports for child welfare committee, courts and the organisation
 - Visit Child Welfare Committees/ Govt. Offices/ Police Stations as and when required
 - Maintain registers and records for the running of the home
- Respond to the child's emotional and psychological needs in collaboration with mental health professionals and the care giving team.
- Liaise with schools, health agencies and accompany children when necessary
 - Provide education support to the children in the home
 - Identify volunteering needs in consultation with the care giving team and liaise with the volunteer coordinator
 - Develop and run life skills, educational and therapeutic group work programmes
 - Organise and accompany children for outings/ excursions, camps, sports activities and external visits

Liaising with donors, funders and sponsors

- Write funding proposals for specific programmes and needs identified for children's [development](#)
- Provide regular reports of the child's progress to donors, sponsors and funders.

Support and capacity building

- Supervise volunteers on placement and provide regular reports/updates/feedback to the volunteer [coordinator](#)
- Develop and run appropriate workshops for caregivers to increase competency in their caregiving role and supervise and support them

Miscellaneous

- Attend and document team meetings and supervision meetings in the home & HO
- Network with other [NGOs](#) and attend and document training events and workshops.
- Ensure professional knowledge is continuously updated
- Collaborate with inter and intra departmental collaterals; thereby meeting the larger goal of the organization

Core Competencies**Essential**

Good Moral Conduct with NO history of child abuse/ exploitation

Knowledge

- Awareness of key requirements of the JJ Act 2000/ 2015 for the care and protection of children
- Awareness of theories of child [development](#) and impact of trauma on normal [development](#)
- Understanding of living in group care

Skills:

- Ability to engage with and communicate with children
- Ability to advocate for children
- Ability to plan and prioritize workload effectively
- Written and oral communication skills
- Assessment and analytical skills
- Negotiation skills
- Networking skills
- Problem solving skills
- Group work skills
- Literacy in computers – word, power point, excel, electronic communication
- Ability to think and act on own initiative.

Attitudes:

- Working with a team
- Treating each child as an individual
- Delivering services without discrimination, respecting the diversity of children and colleagues
- Remaining calm and patient in crisis situations
- Displaying capacity to work under pressure
- Being flexible, able to adapt to new roles, tasks and situations
- Commitment to own professional [development](#)

Desired

- Good understanding of social issues and the context for children's residential care
- Awareness of issues of living in group care
- Willingness to shift base (workstation), as per need of the organisation
- Owning a two wheeler and a clean driving licence will be an added advantage

Educational Qualifications

Masters in Social Work / Sociology / Psychology/ Education.

Experience

Work experience of 1-3 years preferably in NGO Sector.

How to Apply

Submit your updated resume mentioning your last drawn salary at jobs@udayancare.org
[Please mention Program Coordinator - Faridabad in the subject line]

Only Female Candidates May Apply. Last date of receiving applications **May 21, 2017.**

Contact Person: - Ms. Sarika (HR Officer)

To know more about Udayan Care, please visit – www.udayancare.org