**Position: Placement Officer, AOP**

**Location: UCHO, New Delhi**

**Reports to: AOP Project Lead / A.R.T. Director**

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| **Section 1 | About Udayan Care**  |
| Udayan Care, an ISO 9000 certified organisation, has been working for the quality care of disadvantaged children and women and youth for over 25 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 130 employees and close to 800 volunteers to action. 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. Based on the belief that children on becoming 18, need to leave the safety net of Child Care Institutions (CCIs), but are still not ready to face the world on their own, Udayan Care has developed an **Aftercare Outreach Program (AOP),** that directly provides aftercare support to youth leaving different CCIs, through education, skilling, mentorship, accommodation and other areas as identified by the Sphere of Aftercare (TM), till they are fully mainstreamed in society as independent adults. AOP started in 2020, aims to facilitate and support Care Leavers in the eight domains (The Sphere of Aftercare, comprising of 8 interdependent domains:- Housing, Education and Vocational Training, Social Support and Interpersonal Skills, Independent Living Skills, Emotional Wellbeing, Physical Health, Identity and Legal Awareness, Financial Independence) of the ‘Sphere of Aftercare’ with focus on providing financial as well as handholding and mentoring support for educational and vocational skills attainment and set up a model on Aftercare to establish evidence of its positive impact in their lives. |

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| **Section 2 | Purpose of the Role**  |
| The role holder will play a vital role in ensuring opportunities for AOP youth through job placement (Full time & Part time), internships, trainings and apprenticeships along with involvement of youth in social activities and coordination of all activities as planned under Udayan Care’s AOP.  |
| **Section 3 | Key Responsibilities**  |
| * To work with aftercare youth on-boarded in the project, and other different stakeholders- such as government, NGOs, CCIs, institutes, employers, companies etc. to ensure deliverables in timely manner
* Liaison with institutes for providing admission under free ship or on concessional rates under AOP budget heads and develop partnerships with them for long term support and ensure partnerships for skilling, placement and networking directly of the nature that serves AOP meet its objectives
* Sensitize/educate prospective employers on AOP Program with particular focus on likely youth to be deployed to that specific sector.
* Facilitate placements in jobs and internships/exposure, traineeship and apprenticeships for AOP youth.
* Follow-up with AOP youth and employers to ensure successful placement and performance feedback on a regular basis and develop their career progression in steady jobs
* Work with youth and motivate them to contribute atleast 20-30 hours of social work, following giving back to society concept.
* Collect information on various livelihood and career /job opportunities available in various sectors and maintain various types of databases related to youth, job / internship needs, employers’, post placement database etc.
* Participate in activities organize by the Program / department.
* The job role requires frequent travelling within Delhi NCR and other cities where AOP is functional
* Assist project lead in taking strategic decisions for each beneficiary

**Any other job or related task as advised by the Managing Trustee/ ED/ A.R.T. Director and Team Lead** ***Weekend hours shall be required.*** |
| **Section 4 | Experience , Qualifications and Skills** |
| **Experience**Minimum 2-3 years of work experience in national/multi state level NGO with working experience with youth in their placements, skill building and partnership development being preferable.  |
| **Educational Qualifications** Masters in social work or human development from a recognized discipline  |
| **Skills Requirements:*** Working with vulnerable youth
* Good communications skills, networking and relationship building skills
* Good team player and self-driven
* Good partnership development skills, both client-facing and internal skills
* Good working knowledge of Microsoft Office and technology
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**How to Apply:** Please download and fill the Application form and send to hrd@udayancare.org along with your updated c.v. Do mention the post you are applying for in the subject line.