**Housemother/ Housefather cum Supervisor- Udayan Ghar Programme**

|  |  |
| --- | --- |
| **Location:** | **Delhi/ NCR** |
| **Reports to:** | **Programme Coordinator**  |
| **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 140 employees and close to 800 volunteers to action. Based on the belief that a loving home and family is the right of every child, Udayan Ghars are long term residential homes that nurture children who are orphaned or abandoned in a family environment. Beyond 18, they get aftercare support and are educated and trained further, till job ready and independent. 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.Please visit: [www.udayancare.org](http://www.udayancare.org)  |

|  |
| --- |
| **Section 2 | Job Role**  |
| Housemother/ Housefather cum Supervisor plays a significant role in the running of Udayan Ghars. They work under the guidance of the Social Workers and Mentor Parents, and are overall responsible for taking care of the children's needs, which include: emotional, intellectual and other developmental needs. They ensure smooth running of the Ghars and they maintain the stock, records, registers etc.  |

**Section 3 | Major Responsibilities**

|  |
| --- |
| **Duties of a Housemother/ Housefather** * To handle every child at the home with love, care and affection.
* To treat all children equally at the home without any biasness/ pre-conceived notions.
* To ensure each child upon his/ her reception is provided with all necessary supplies like clothing, toiletries and such other items required for daily usage as per the scale and need of the child.
* To encourage and help children in their studies, extracurricular activities and vocational training.
* To teach children, be aware about children’s academic performance, take corrective measures, and attend their PTMs whenever needed.
* To implement daily routine for children in an effective manner, maintain discipline among children and ensure participation of children in the process.
* To ensure that children maintain personal cleanliness and hygiene.
* To look after the safety & security arrangements, maintenance, repair and sanitation in the Home and ensure clean & hygienic surrounding.
* To be aware about each child’s case profile and accompany children whenever they are going out of the Home for CWC production, examination, park visits, medical tests, doctor’s consultation etc.
* To apply and follow-up to avail children’s essential documents such as aadhaar card, voter’s card, birth registration certificate, bank account etc.
* To take care of ailing children and respond to medical emergencies.
* To share inputs with Programme Coordinator to develop ICPs and help in following up cases as directed by Programme Coordinator/ Zonal Programme Coordinator.
* To maintain and keep all the registers, stock records etc. updated.
* To physically verify/ cross-match the existing stock and the balance in stock register on regular basis.
* To manage day to day expenses and purchasing, maintain day book and settle timely accounts under the guidance of mentors and Programme Coordinator.
* To help in preparation of nutritious and hygienic food and ensure that the food is cooked as per the food menu.
* To welcome visitors/ donors and manage events at the Home level such as birthday celebrations, festivals etc.
* To participate in staff meetings, management committee meetings, training programmes etc.
* To assist Programme Coordinator (Person in-charge/ Child Welfare Officer) in documentation and legal work, as and when required
* Any other duty as may be assigned by the Programme Coordinator/ Zonal Programme Coordinator/ Mentors.

**Expected behaviour*** To adhere and abide by Udayan Care’s Child Protection Policy (CPP).\*\*
* Do not indulge in smoking, drinking, gambling or any other unacceptable behavior causing negative impact on children while being on duty or working under the influence of same.
* Do not give or accept bribe.
* Do not use your phone for long duration and do not give it to children.
* Do not buy/ bring things for any child on his/ her demand.
* Do not allow anyone to take pictures without permission of Home in-charge.
* Do not invite your family, friends or relatives to meet in or around the premises.
* Do not punish/ abuse/ harm any child or let anyone else do so.
* Do not provide information about any child or the Home to anyone randomly.

\*\* **Child Protection and Safeguarding Policy:**  Any employee, consultant, contractor, supplier, vendor, or resource person, shall read, be aware and sign to comply strictly with the Child Protection Policy, the Safeguarding Policy, and all accompanying policies of Udayan Care. Udayan Care gives the highest priority to its commitment to creating awareness, ensuring prevention, reporting, and response to all disclosures of abuse, violence, neglect, or exploitation or its threat for all children, young persons, and vulnerable adults that the organization is in contact with. Our CIRCA values, Code of Conduct and HR norms clearly regulate and ensure the implementation of the highest standards towards zero tolerance of any safeguarding concerns.  |
| **Section 4 | Requirements** |
| * Should be a Graduate (preferably BSW)
* Should be physically active and agile
* Should have relevant prior experience of dealing with children
* Willing and capable of handling crisis & significant events
* Stay with children 24x7 and be able to manage 12-24 children in the Home of various age
* Should be willing to do daily household chores & hospital duties, in times of crisis.
* Should have managerial and leadership skills

**Experience**Around 1-3 years of work experience preferably in NGO sector.Willing to take up residential position.**Candidate should hold a valid Aadhar Card and Bank Account Police verification of the candidate is compulsory, when selected** |

**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.

**Contact Person:** HR Coordinator