**Security Guard- Udayan Ghar Programme**

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| **Location:** | **Delhi/ NCR** |
| **Reports to:** | **Programme Coordinator/ Home in-charge** |
| **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)  |

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| **Section 2 | Job Role**  |
| *Security guard plays a significant role in the safety & security of children living in the Udayan Ghar (i.e. small group homes are licensed/ recognized under the Juvenile Justice Act providing family like environment to children without parental care). They are responsible for screening of visitors, keeping a strict vigil and ensuring all entry & exit points are locked.*  |

**Section 3 | Major Responsibilities**

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| * To be stationed, at all the times, in the premises within the designated area
* Noting down each and every entry and exit from the premises – visitors, staff, children and any other entities including administration, police etc. To ensure that entries are made correctly and signed by the individuals moving in or out of the premises.
* Enquiring about the purpose of visit of the visitors and check for any letters of authority and permission to enter the premises. Taking Home In- charge’s permission to let anyone pass through the gate.
* To scan and record temperature of the visitors, get their hands sanitized and ensuring to remind them to follow COVID protocol.
* To maintain the registers as assigned by the Home In-charge.
* To ensure that keys to the main gate are placed with him/ her 24X7, out of the reach of the children.
* To ensure that no child escapes/ runs away from the Home.
* Patrolling the building parameter and the premises at spots as advised by the Home in-charge.
* Not to indulge in/ encourage any socially unacceptable behaviour such as smoking, drinking, gambling etc. Such activities are strongly prohibited in or around the premises and may call for legal actions against the individual.
* Not to possess/ allow entry of any prohibited/ objectionable material such as alcohol, drugs, narcotics, cigarettes, sexually explicit content, weapons, arms and/or ammunition etc. Such prohibited/ objectionable material, if found, may call for legal actions and termination from the job.
* To immediately report to the Home in-charge/ Zonal coordinator/ Head office, if any suspicious activities are observed in or around the Home which may put children at risk.
* Any other task as assigned by the Home in-charge.

**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 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 try to establish friendly relationship with any child, staff, neighbor, visitor etc.
* Do not invite your family, friends or relatives to meet in or around the premises.
* Do not enter Home premises, children's dormitories and washrooms/ toilets without permission of Home in-charge.
* 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 8th pass atleast.
* Should be physically active and agile
* Preferably have relevant prior experience
* Willing and capable of handling crisis

**Experience**Around 0-3 years of work experience preferably in security services.**Candidate should hold a valid Aadhar Card, PAN Card and Bank Account Police verification of the candidate is compulsory, if 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