

## **Child Care Giver (Udayan Ghar Programme)**

**Location:** Delhi NCR  
**Reports to:** Sr.Manager/ Coordinator

### **Section 1 | 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 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 900 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.

### **Section 2 | Job Role**

A Child Caregiver is responsible for providing quality care that meets the daily needs of children at Udayan Ghars. Primarily, he/she is required to take care of the overall needs, which include the emotional, intellectual, developmental and safety needs of the children.

### **Section 3 | Major Responsibilities**

- To oversee the children and their welfare
- To develop a sense of belongingness in children
- To assist Supervisor in smooth running of the home
- To ensure a safe and secure environment at home for the children and keep vigilance on the movement of visitors as well as the children
- To attend to guests at the Home such as volunteers, donors, staff and friends of Udayan Care and relatives of children
- To guide and support children towards good behaviour.
- To inform Mentors/ Social Worker regarding any mishap at Home or misconduct by children
- To attend all monthly meetings at the office and Home

### **Section 4 | Major Responsibilities**

- To purchase, cook and feed nutritious diet to the children
- To take care of daily hygiene and personal grooming of children, including washing/ mending of their clothes, home linen, as and when required
- To maintain cleanliness and hygiene in and around the house
- To attend to children’s school requirements, as directed by Social Worker/ Mentor

- To assist Supervisor in maintain stocks and relevant recording registers
- To inform the mentor mother/ Social Worker about the children, (any injury or illness or about any misbehaviour or fight among children).
- To help any new entrant in adjusting in the Ghar and provide the child with a set of clothes, towel, brush, bed, slippers etc.
- To tend to ailing children, take them to the Doctor and be with them, as directed
- To actively take part in any events organised at Home or outside, where children are participating
- To accompany children to school/ bus stop/ CWC/ outdoor activities, camps and excursions etc. as and when required
- To take care of children's belongings and ensure that they maintain their beds and cupboards in a proper manner
- To attend to small children's needs such as toilet training etc., if required

**Since you will be the one spending 24 hours of the day with the children, therefore you will be responsible for reinforcing the values and habits that are desirable and taught by mentor mothers/ social worker.**

**Note :** To assume duties may be assigned by the Social worker/ Mentor Mother/Supervisor

### **Section 5 | Basic Requirements**

Candidate Should be school passed

Ability to communicate clearly in Hindi

Candidate should hold a valid Aadhar Card ,Pan Card and Bank Account

Police verification of the candidate is compulsory

Prior experience of working with children or NGO would be an advantage