

## Coordinator – Ghar Programme

Location: Delhi/NCR  
Reports To: Manager, Ghar Programme



### 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 24 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.

### Section 2 | Purpose of the 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

### Section 3 | Key Responsibilities

#### Overall

- 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, 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
- 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 & external visits

#### Liaising with donors, funders & 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.
- Collaborate with inter & intra departmental collaterals; thereby meeting the larger goal of the organisation
- Ensure professional knowledge is continuously updated

**Section 4 | Skills & Knowledge**

**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
- Networking Skills, Problem solving skills
- Literacy in computers – word, power point, excel, electronic communication
- Ability to think and act on own initiative

**Knowledge**

- Awareness of key requirements of JJ Act 2000/ 2015 for the care & protection of children
- Awareness of theories of child development & impact of trauma on normal development
- Understanding of living in group care

**Section 5 | Experience and Qualifications**

**Experience**

Around 1-3 years of work experience preferably in NGO sector

**Educational Qualifications**

Masters in Social Work / Sociology / Psychology/ Education

**How to Apply:** Please download and fill the Application form and send to [jobs@udayancare.org](mailto:jobs@udayancare.org) along with your updated c.v. Do mention the post you are applying for in the subject line.  
Contact Person: Sarika (HR Officer)