**Asst. Manager- Udayan Ghar Program**

**Organization: Udayan Care**

**Location: Greater NOIDA**

**Reports to: Program Head - Alternative Care**

**About Udayan Care**

Udayan Care, an ISO 9000-certified organization, has been working for the quality care of disadvantaged children, women, and youth for over 30 years, with the endeavor of making young lives shine. The mission of “A nurturing home for every orphaned child; an opportunity for higher education for every girl and every adult; the dignity of self-reliance and the desire to give back to society” drives its employees to action. Udayan Care advocates and influences policy change in the alternative care space, by researching and creating evidence, training functionaries, and developing policy briefs, and research papers.

Udayan Care has been accredited by Give India and Credibility Alliance, for its transparent and credible performance. It also has its presence on Niti Aayog’s Darpan. It has been a recipient of the prestigious National Award for Child Welfare by the President of India in 2014. For more details, please visit [www.udayancare.org](http://www.udayancare.org).

**Purpose of the Role**

We are looking for an individual who is committed to and passionate about children’s rights. As the Assistant Manager of our Children's Home and Aftercare Facility in Greater NOIDA, you will oversee the operations and administration of the residential facility providing care for children and youth housed there. You will create a safe, nurturing, and supportive environment where children and youth can thrive emotionally, socially, and academically. Your role is pivotal in ensuring that each child receives personalized care and support tailored to their individual needs. You will be a binding factor between children and youth with mentors, staff, and authorities.

**Key Responsibilities**

Legal & Administrative Duties:

* Adhere to licensing requirements as per the JJ Act and Mission Vatsalya and maintain accurate records and documentation related to children and youth cases. All legal issues timely adhered to, all POCSO, property related, any case must be done expeditiously
* Ensure complete paperwork for all entering and exiting children and youth
* Provide support during inspections and documentation as well as timely reporting about the queries in consultation with the head of the program
* Represent children and youth in legal matters
* Handle program monitoring, documentation, and analysis of each child and youth’s progress.
* Budget creation & Management: Help create a realistic budget and monitor adherence

Child Care and Support:

* Develop individualized care plans for each child and youth, in consultation with children and youth, social workers, psychologists, and other professionals, and ensure regular follow-ups.
* Ensure that all children and youth receive proper nutrition, healthcare, educational support, job opportunities, and internships.
* Provide emotional support and guidance to children, fostering a sense of belonging and security.
* Ensure leisure and arts and sports activities as per individual’s talent and needs
* For special children and youth, their needs must be addressed

Safety and Compliance:

* Maintain a safe and secure environment for children and youth, adhering to all safety protocols and regulations.
* Regularly assess and address any risks or hazards within the facility.
* Ensure compliance with all relevant laws, regulations, and licensing standards.

Communication and Collaboration:

* Establish effective communication channels with children, youth, staff, mentors, volunteers, and child protection authorities
* Collaborate with CWC, schools, healthcare providers, skilling institutions, schools & colleges, corporates, and other organizations to ensure holistic care and comprehensive support for children and youth.
* Act as an advocate for children and youth, representing their interests and needs, both within the facility and in the broader community.

Leadership and Team Management:

* Lead and supervise a team of caregivers, social workers, and support staff.
* Provide guidance, support, and ongoing training to staff to ensure they deliver high-quality care.
* Foster a positive and collaborative work environment that prioritizes the well-being of both staff and children.
* Manage mentor relationships with maturity

Donor Management:

* Actively communicate with earlier donors and recruit new donors
* Seek diversified donors
* Timely reports for donors
* Attend to them on visits

**Educational Qualifications**

Masters in Social work/Child development or any other related field

**Experience**

* 7-8 years of work experience of which at least 2-3 years of relevant experience in child rights/child protection organizations

**Skills and Knowledge**

* Ability to work successfully under pressure and deliver within deadlines
* Excellent communication and writing skills required
* Hands-on experience with office tools such as Microsoft Excel, Word, and PowerPoint
* Knowledge of the Juvenile Justice Act 2021 and Rules 2022 and POCSO Act 2012 will be an added advantage

**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 and 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 regulate and ensure the implementation of the highest standards towards zero tolerance of any safeguarding concerns.

**How to Apply:** Please send your updated CV and cover letter to [recruitment@udayancare.org](mailto:recruitment@udayancare.org). Please mention the post you are applying for in the subject line.