

Coordinator – Ghar Programme- All PC's

Location: Delhi NCR
Reports To: Manager, Ghar Programme

Section 1 | About Udayan Care

Family is the anchor for an individual's emotional and physical well-being. A weakened family structure or absence of it hinders the development of an individual into a confident, strong, and emotionally balanced individual, who is capable of caring for his/her own family in the future.

Udayan Care was established in 1994 by Dr. Kiran Modi. Udayan Care's single-minded focus is on strengthening the family structure and it also informs and drives the curation and design of its programmes – whether it simulates a family environment or supports them through providing for education, vocational skills and employability training to children and youth coming from lower socio-economic strata, so that they can sustain and strengthen their families.

- Through the power of mentorship, we nurture children, who are orphaned, abandoned, and at risk, in the warmth of a simulated family environment at our 17 Udayan Ghars, in 4 States. Once the children reach the age of 18 years, they move into our Aftercare Programme and continue with higher education or vocational training towards employment. So far more than 1500 children and youth have been impacted through the programme.
- We support higher education of young girls whose families cannot afford it through the Udayan Shalini Fellowship Programme. More than 11000 Shalinis from 26 chapters across India, have gone on to complete their education since the programme's inception in 2002.
- We empower under-served youth and adults to improve their employability skills at 16 of our Information Technology and Vocational Training Centers across Delhi NCR, Kurukshetra (Haryana), and Srinagar (Uttarakhand). The plan is to roll out more centers across other states in the coming years. We are working with State governments of Bihar and MP to develop demonstrable models of Aftercare, in partnership with UNICEF.
- Our Aftercare Outreach Programme started in 2020, caters to youth coming out of other Child Care Institutions. It encourages them to create associations and self-help groups which provides them with learnings and support of shared experiences.

Udayan Care advocates for children's rights in alignment with the Indian Constitution, the United Nations Convention on the Rights of the Child (UNCRC), and the Sustainable Development Goals, in its programmes, as well as through its efforts in advocacy, research, publications, and by organizing and participating in seminars and conferences, and through training, childcare cadres in standards of Alternative Care.

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

Clinical

1. Complete a social history and psychosocial assessment for each resident that identifies social, emotional, and psychological needs.
2. Participate in the development of a written, interdisciplinary plan of care for each resident that identifies the psychosocial needs/issues of the resident, the goals to be accomplished for those needs/issues, and the appropriate social worker interventions.
3. Ensure or provide therapeutic interventions to assist residents in coping with their transition and adjustment to a long-term care facility, including their social, emotional, and psychological needs.
4. Ensure or provide support and education to residents/family members/significant others to assist in their understanding of placement and facility issues in addition to referring them to the appropriate social service agencies when the facility does not provide the needed services.
5. Coordinate the resident discharge planning process and make referrals for appropriate home care services prior to the resident’s return to the community.
6. Provide educational support to the residents and create detailed plans for the same.

Administrative

1. Review the policies and procedures to assure compliance with government regulations.
2. Participate in reviewing and setting policies concerning resident care and quality of life.
3. Participate in developing social work policies.
4. Develop, maintain and utilize a listing of current community resources that are useful to residents and their families/significant others.
5. Understand and meet all government requirements for social service documentation.
6. Document progress in meeting the psychosocial needs of residents.

Advocacy

1. Work with the interdisciplinary team and administration to promote and protect resident rights and the psychological well being of each resident. Prevent and address resident abuse as mandated by law and professional licensure.
2. Identify community changes and opportunities such as legislation, regulations and programs that affect Child Care home residents.
3. Work with residents, families, significant others and staff to provide support, information and organization for taking a more proactive role in self advocacy to improve the quality of life/care for individual residents.

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 organization.
- Ensure professional knowledge is continuously updated.

Section 4 | Skills & Knowledge

Skills

- Strong analytical and problem-solving skills.
- Outstanding networking and relationship building skills.
- Proficient in computer softwares like Excel, office, powerpoint, etc.
- Excellent written and verbal communications skills.
- Strong interpersonal skills and social values.
- Ability to advocate for children.

Knowledge

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

Section 5 | Experience and Qualifications

1 to 3 years of work experience in a relevant field with a social work background.

Masters in Social Work / Sociology / Psychology/ Education.

Should have a Police clearance certificate.

Should have a Criminal self declaration certificate.

Clause:-

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.

How to Apply: Please download and fill the Application form and send to hrd@udayancare.org along with your updated c.v.