**Position:** Outreach Worker

**Location:** Delhi, UC HO

**Reports to:** Program Manager/Assistant Director

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| **Section 1 | About Udayan Care** |
| Udayan Care, an ISO 9001-certified organization, has been working for the quality care of disadvantaged children and women and youth for over 30 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 aftercare youth need constant support and guidance beyond 18, upon leaving their childcare settings, Udayan Care has developed an Aftercare Outreach Program (AOP) that directly provides aftercare support through education, skilling, mentorship, accommodation and other areas as identified by the Sphere of Aftercare (TM), till they are fully mainstreamed in society as independent adults.  Udayan Care has been accredited by Give India, Guidestar & 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 Govt. of India. We have had Special Consultations Status with United Nations Economic and Social Council (ECOSOC) since 2018 |

**Section 2 | Purpose of the Role**

Udayan Care seeks to engage socially committed individuals in bringing about a world in which each disadvantaged child enjoys a supportive family environment.

The Outreach Worker is responsible for working closely with at-risk families and communities to address their needs, focusing on preventing child-family separation, enhancing access to social welfare schemes, and supporting health, education, and legal documentation efforts. The role involves building trust within the community, mobilizing resources, and coordinating with relevant stakeholders to promote family and community well-being.

**Accountability:** The role reports to the Project Manager and works in closely with Assistant Director.

| **Section 3 | Key Responsibilities** |
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| * Work closely with families to prevent unnecessary child separation and encourage community participation * Conduct community outreach to identify and address the specific needs of vulnerable families * Assist families in acquiring essential legal documents such as death certificates, birth certificates, Aadhaar cards, PAN cards, and caste certificates * Facilitate community members in accessing banking services, including opening accounts and updating KYC information. * Organize Aadhaar camps and other legal document drives within the community * Link families to relevant social welfare schemes, such as widow pensions and ration cards * Maintain a detailed record of all social welfare schemes and document application processes * Assist families with school admissions, transfers, and provision of educational materials * Facilitate families on accessing healthcare services, including connecting them with government and private health facilities * Maintain accurate documentation of all community visits, including field reports, legal documentation, and data management * Submit weekly reports detailing field activities, outcomes, and follow-up actions * Prepare PowerPoint presentations and reports on key activities and initiatives * Collaborate with case managers and other team members to ensure coordinated support for families * Participate in workshops, seminars, and training focused on community mobilization and project management     **Any other job or related task as advised by the Assistant Director/ A.R.T. Director/ Managing Trustee**  *Weekend hours shall be required.* |

**Section 4 | Experience and Qualifications**

*Essential Experience and Skills*

* 1-2 years of experience in community mobilization, social work, or grassroots development projects
* Experience in legal documentation processes, social welfare schemes, and community engagement is preferred

Educational Qualifications

* Bachelor's degree in Social Work, Sociology, Community Development, or a related field

Preferable Skills and Knowledge

* Strong interpersonal and communication skills, with the ability to build rapport and trust within the community
* Organizational skills for managing multiple tasks, including documentation and reporting
* Ability to work independently and as part of a team, coordinating with diverse stakeholders
* Willingness to travel and conduct field visits within the community

**Salary upto 18K CTC**

**Child/Youth 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 accords 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 [recruitment@udayancare.org](mailto:recruitment@udayancare.org) along with your updated c.v.  Do mention the post and location you are applying for in the subject line.