

Job Title : Social Worker
Reporting To : Programme Manager
No. Of Vacancies 2
Location : Dadar, Maharashtra

The Organization is a section 8 company registered under the Companies Act 2013 (earlier section 25) in India, working for bringing sustainable changes in the lives of children living alone or at risk on the streets.

The Organization endeavours to ensure that each child living or passing through the railway stations that our organisation works with, is offered a comprehensive recovery and reintegration programme which is rights based and ensures safety, well-being and permanence.

Job Purpose:

This position will be the key contact point at CHD and ensure 24x7 days manning of CHD on a shift basis. This position will ensure documentation/ maintaining records of every child who accesses Child Help desk and update the data in the computer and the CHD register. He/she acts as a central point of coordination and attending calls. He/she will also undertake production of children before CWC and facilitate GD entry in coordination with the Programme Manager.

Roles and Responsibilities:

- To assist DCPU in coordinating with the Child Welfare Committee (CWC) with regard to cases of the children found in contact with railways and along road transport.
- To act as a link between the Child Help Desk (CHD) on the railway stations and the Child Welfare Committee in cases related to child in need of care and protection found on railway stations in Dadar.
- To assist in the formation of Child Help Group (CHG) across all the major railway stations in
- To facilitate participation of DCPU and CWC representatives in the meetings of the Child Help Groups organised in railway stations.
- To document the processes involved from the point of child's reception at the railway station or bus terminal to the child's restoration/family reunification.
- To ensure that the processes are being carried out in accordance with the provisions of the Juvenile Justice (Care and Protection of Children) Act, 2015 and the Maharashtra Juvenile Justice (Care and Protection of Children) Rules, 2017.
- To visit railway stations and bus terminals for conducting situational analysis and vulnerability assessment of the locations with regard to children coming there.
- To coordinate with the Outreach Workers on a day to day basis and provide assistance to them in responding to cases involving children.
- To fill in the gap as stop-gap arrangement for outreach in the designated railway stations and bus-terminal, if required to do so due to prevailing circumstances, including outreach at night.
- To be available on call for 24X7 for providing help to a child in need of care and protection.
- To ensure in consultation with the DCPU that the facilities and processes are child friendly at railway station and bus-terminal and also at the CWC and CCIs.
- To help in conducting Social Investigation Reports (SIRs) of children coming in contact with the railways and road network.
- To ascertain necessary information required for developing the child care plan in coordination with the outreach workers.

- To mitigate the immediate needs of the child (food,water,medical support) in coordination with the outreach workers.
- To facilitate family tracing for children arriving at the CHD in coordination with the DCPU officials and functionaries.
- To undertake production of children before the Child Welfare Committee and also facilitate GD entry in GRP, if required, in coordination and consultation with the Programme Manager.
- To be responsible for weekly reporting of the station level activities.
- To facilitate restoration within transport terminal premise (need based), within legal framework and with proper intimation to concerned authorities.
- To observe all the disciplinary matters/ breach of child protection policy / quality framework and bring it into the notice of Programme Manager for immediate rectification.
- To report any Child safeguarding concerns, or incidents that are in violation of the Child Safeguarding Policy (CSP) to the concerned person as per the The Organization's CSP reporting procedures.
- To be responsible for weekly reporting as per the reporting format approved by the Programme Manager/DCPU.
- Any other related tasks assigned by the Programme Manager.

Expected competencies:

- Graduate in Social Work/Graduation in any stream, or experience in working on child protection issues.
- Knowledge of child protection issues and legislations would be an added advantage.
- Excellent communication skills in Hindi (Both written and Verbal).
- Computer Savvy and can manage MIS

Expected attitude:

- Sensitive to the rights of children, especially on child protection and gender issues
- Flexibility and ability to work in a team and on shift basis.
- Sense of balance and ability to work under pressure.
- Commitment towards working on the cause of children in difficult circumstances
- Conduct yourself in accordance with the rules of 'Child Safeguarding Policy' and 'Code of Conduct Policy' in your Professional and Personal life-which includes reporting suspicions of child abuse or any breach of these policies

Compensation offered:

The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.

Interested candidate please share your resume at:

contact@pmspl.net.in