**ROLE DESCRIPTION**

**Role Title:** Caregiver

**Location**: Rehabilitation Center, MIDC, Ahmednagar, Maharashtra

**Reporting to:** Project Manager

**Hours**: Residential

**Benefits:** Being part of a wonderful team caring for and developing our children while gaining experience working for a grassroots NGO. We also offer the following employee benefits:

* Accommodation and food on site
* Employee health insurance
* On the job support and professional development
* You will be making a difference!

**Salary:** Negotiable

**Snehalaya’s Rehabilitation Center**

Our flagship shelter home provides foster care to 250 children of sex workers, minors rescued from the sex trade and children orphaned by and/or living with HIV. Our children live happy, active and healthy lives, attending school and evening revision classes and taking part in extra-curricular sports, cultural programmes and recreational activities. As a member of our team you will be responsible for the rehabilitation, health, education and wellbeing of around 20 children.

We are looking for experienced social workers and childcare professionals to work with our beneficiaries. This is a unique opportunity to join a dynamic team working in the best interests of children. Supported by our expert and experienced team, successful candidates will be joining a truly remarkable organization which takes a holistic approach to tackling some of the most damaging social issues of the day.

We require someone who can bring a genuine passion for childhood development, practical skills, knowledge and experience, energy and creative ideas and solutions to the issue affecting our beneficiaries and someone who has a genuine passion to drive the future forwards with us.

**Overview of the role**

You will be working in Snehalaya’s Rehabilitation Center and will be expected to undertake tasks such as:

1. Overall responsibility for the beneficiaries entrusted to your care
2. Creating a trusting relationship with beneficiaries
3. observing and understand beneficiaries behaviour and follow up on suspicions of neglect, abuse etc.
4. performing pastoral duties including student support, academic, vocational and careers counselling and provide encouragement
5. managing behavior and discipline, establishing and enforcing rules and procedures
6. contributing and participating in educational and recreational activities and events
7. maintaining a tidy, child-friendly and simulating dormitory and environment
8. supporting, observing, monitoring and evaluating beneficiaries’ progress, wellbeing, health, education, attendance at activities and personal development
9. assisting beneficiaries in their homework and extracurricular activities
10. Ensuring that child protection, safeguarding and promoting the best interest of the child is maintained and at the core of everything undertaken
11. Evaluating beneficiaries needs and providing relevant support and where necessary referral to counselors and other professionals to aid their development
12. Ensuring beneficiaries are actively engaged in the planning, implementation, monitoring and evaluation of their activities and progress
13. encouraging and monitoring the progress of each individual beneficiary
14. Helping to maintain accurate records of students' progress and development
15. Helping to update all necessary records accurately and completely as required by law, district policies and government regulations
16. communicating necessary information regularly to beneficiaries, colleagues and parents regarding their progress and needs
17. collaborating with other caregivers, parents and stakeholders and participate in regular meetings
18. Attending relevant training courses and keeping updated with developments in childcare and child development
19. Participating in the follow-up of beneficiaries once they leave our care

**Required Skills**

You will be expected to work independently under the direction of the team, and also to contribute your own ideas. We are looking for someone with:

* Strong moral values and discipline
* Initiative, enthusiasm, flexibility and creativity
* Empathy and passion for working with children
* Excellent communication and interpersonal skills
* Good rapport with children
* A genuine motivation to work for our beneficiaries, Snehalaya and society
* The ability to work independently and as part of a team
* Good organisational skills and commitment

While we will expect the successful candidate to have the experience and skills listed above we are also willing to provide training to the right person.

We take the safeguarding of children very seriously, so we will make sure any candidate is suitable to work with children before hiring them and we expect employees to attend relevant training regarding safeguarding.