

## **Job Description**

Job Title	: Social Worker
Department	: Program
Location	: Patna
Direct reporting to	: Project Coordinator
Responsible for	: No reporting team member.
Nature of employment	: Permanent

### **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 Patna district.
- 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 Bihar 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 Project Coordinator.
- 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 Project Coordinator 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 RCI's CSP reporting procedures.
- To be responsible for weekly reporting as per the reporting format approved by the Project Coordinator/DCPU.
- Any other related tasks assigned by the project coordinator.

### **Job Specification**

#### **Qualifications**

- Graduate or equivalent with around 1-2 years of experience in child rights and protection.
- Previous experience in social work, child welfare, or a related field is highly valued.
- Experience working with children, families, and vulnerable populations.
- Sensitive approach to understand and address the diverse needs and vulnerabilities of children and families.
- Crisis intervention skills and the ability to handle sensitive situations with empathy, discretion, and professionalism.
- Ability to advocate for children's rights
- Sensitive to the rights of children, especially on child protection and gender issues.
- Good communication and writing skills.
- Willingness to undertake extensive field work.
- Sense of balance and ability to work under pressure.

#### **How to apply**

Interested candidates can mail their detailed resume at **contact@peopable.co.in** (**Please mention the position name in Subject**)