

## -: Require :-

Childline railway Project is inviting application for below mention posts. The last date to submit the application is **18/04/2018**.

Designation	No. of Post	Qualification	Minimum Experience	Requirements
Centre Co-ordinator	1	MSW/ Masters in Humanities/ Child Development/ Psychology/ Sociology/Rural Development	1-2 years	Fluency in regional and English language skills – written and verbal Available on call on 24 hour basis, willing to travel extensively within city/district, must be familiar with the local area, services, child protection systems
Counselor	1	Graduate in Arts, with Para-professional Certificate course	1 year	Good command over regional language – written and verbal
CHILDLINE team member	7	Minimum 10th Standard with literacy skills	1-2 Year	---
CHILDLINE volunteer	3	Minimum 10th Standard	1-2 Year	---

Sand your Application to: **Director, Navsarjan, Near old RTO,office, Ring road, Surat-395001.** Please visit our website for more details: [www.navsarjan-surat.org](http://www.navsarjan-surat.org)

**Designation: Centre Co-ordinator**

**No. of Post: 1**

**Qualification:** Preferably Masters in Social Work. In case not able to identify MSW candidates, then Masters in Humanities/ Child Development/ Psychology/ Sociology/Rural Development may be considered

In the absence of any of the above PG candidates, BSW/ Bachelors Degree in Child Development/Human Development/Sociology, with 3 years field experience in child related activities/ Community Development, may be considered

**Minimum Experience:** 1-2 years

**Requirements:** Fluency in regional and English language skills – written and verbal

Available on call on 24 hour basis, willing to travel extensively within city/district, must be familiar with the local area, services, child protection systems

**Job Description:**

- Ensure that all cases are intervened as per intervention protocols laid out by CIF
- Develop a monthly plan for PCO mapping and Phone testing, ensure that the same takes place and that tele-connectivity issues are regularly followed up and resolved
- Ensure regular and systematic documentation of all CHILDLINE activities
- Guide and train the team in responding effectively to calls and case interventions, and identify training needs of the team
- Organise team building sessions with the team, manage and resolve the team dynamics, undertake capacity building of the team, address issues faced by the team related to work
- Organise weekly meetings with the CHILDLINE team
- Maintain and supervise all expenditure related to the collaborating organisation
- Oversee the administration of the team in terms of attendance/leave and in terms of financial matters
- Liaise with the city coordinator for open house and awareness programmes in the city/district
- Liaise with the city coordinator for sensitization /training workshops with the Allied Systems ( NICP related activities )
- Submit monthly reports to the City Coordinator and in case of absence of the city-coordinator compile monthly report for submission to CIF on the prescribed date
- Present CHILDLINE cases at various internal and external forums
- Coordinate with CIF for all routine and strategic operational processes/ initiatives in the region
- Coordinate all activities of the CAB in the absence of a nodal organisation
- Attend all partnership meetings organized by the CIF

**Designation: Counsellor**

No. of Post: 1

**Qualification with experience:**

Graduate in Arts, with Para-professional Certificate course, freshers may be considered

Graduate from any other stream, without Para-professional Certificate course – 1 year experience in child related work

Class XII in Arts, with Para-professional Certificate course from a recognized institute with 3 years experience

Requirements: Good command over regional language – written and verbal

**Job Description:**

- To respond to cases requiring counseling, emotional support and guidance
- To be responsible for petty cash at the center in absence of the coordinator
- To attend case intervention along with team members

- To accompany team members on outreach and awareness session and conduct group sessions with children
- To conduct sessions with children during Open House
- Report all follow-up to the centre coordinator
- Contact the centre coordinator for assistance if required
- Enter all case data on the computer programme, childNET
- Attend all meetings/training workshops organised at the city/district level
- Follow all administrative and accounting procedures
- Manage the collaborative organisation in the absence of the centre-coordinator
- Attend all partnership meetings that may be organised by the CIF
- Take direction from the Collaborative organisation director

**Designation:** CHILDLINE team member

**No. of Posts:** 7

**Qualification & requirement:** Minimum 10th Standard with literacy skills, must hail from or be knowledgeable of the local area, and cultural context

Minimum Experience: 1-2 years

**Job Description:**

- To work in shifts on a 24-hour basis
- Respond to all calls received and follow-up on calls as per intervention protocols laid out by CIF
- Conduct outreach, awareness, Open House, phone testing on a regular basis based on monthly plan laid out by the Centre Coordinator
- Report all follow-up to the centre coordinator
- Take direction from the Centre Coordinator
- Enter all case data on the computer programme, childNET
- Attend all meetings/training workshops organised at the city/district level
- Follow all administrative and accounting procedures
- Attend all partnership meets that may be organised by the CIF

**Designation:** CHILDLINE volunteer

**No. of Posts:** 3

**Qualification:** Minimum 10th Standard must hail from or be knowledgeable of the local area, and cultural context

Minimum Experience: 6 months – 1 year

Requirement: Basic reading and writing skills

**Job Description:**

- Follow-up on medical treatment of children
- Attend to the CHILDLINE phones in the absence of staff
- Provide support in all CHILDLINE related activities