

Requirements

Director, Child Line collaborating Office, Gogdev Nagar, Bauliya Road, Sasaram, Rohtas, Pin- 821115 invites applications from qualified and experienced persons for appointment on posts written below to operate child line 24x7, 1098 services in Rohtas district. Applicants must attach self attested all marks sheets and certificates of their degree/diploma and Passport size Photographs with the application. The last date of receiving application is 30.09.2020 up to 5 PM. Candidates need to appear with all original documents in interview organised on the date which will be informed. Appointment will be made on contract basis specially for the program.

Last date of receiving application: Within 10 days of publication of this advertisement

Date of Interview: Call letter will be sent by email and Phone.

Date of Joining: Within a week of appointment

1. Designation: **Centre Co-ordinator** No. of Post: 01 Honorarium: 14000/pm

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: 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 calls are responded to, cases intervened as per intervention protocols laid out by CIF
- Develop a monthly plan for call 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
- Ensure accurate documentation of all calls in child NET and export data to CIF on an ongoing basis
- 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 training workshops with the Allied Systems
- 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
- Apart from these needs to be work as per instruction by CIF as and when required.

2. Designation: **Counselor Honorarium : Rs 8000/pm**

No. of Post: 01

Qualification with experience:

Option -1: Graduate in Arts with Psychology, with Para-professional Certificate course, fresher's may be considered

Option 2- Graduate from any other stream, without Para-professional Certificate course – 1 year experience in child related work with Para-professional Certificate course from a recognized institute with 3 years experience

Requirements: Good command over regional language – written and verbal and counseling skill.

Job Description:

- To respond to calls, especially calls 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, child NET
- 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 Director of Collaborative organisation

3. Designation : **CHILDLINE Team members** No. of Post : 06 Honorarium: Rs 8000/=pm

Qualification & requirement: Minimum Graduates with Good conversational/communication 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, child NET
- 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

4. Designation: **CHILDLINE volunteer** No. of Post : 01 Honorarium : Rs 6000/=pm

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 with conversational skill.

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

Experience:

Sl No	Office/Institution/Department	Post Hold	Nature of Job	Period(From-T0)

Reference Persons:

Sl No	Name with full Address	Designation and Office address	Mobile No	E Mail ID
01				
02				

DECLARATION

I hereby declare that

IS/W/OAge.....Yrs

Permanent resident of Vill.:PS:.....Distt.....

here by declare with my best knowledge and belief that

1. I have applied for appointment on the Post of under Child Line Program for Child Line Collaboration Office, Rohtas managed by SURAJE organization.
2. All informations noted above are true and I will be responsible for any wrong entries of informations provided in this application form for appointment.
3. I know well about the Child Line program (24 x7* 1098) Program and job responsibilities of the Post.
4. I have submitted papers of my degree, diploma and experience are true and I will be responsible for any false.
5. If an opportunity is provided me to serve on the post ,I promise to not leave the program within a year. I will not resign or left the Post without prior and proper acceptance of resignation produced before a month of proposed vacating date of the post.
6. I will do in the best interest of the children as per guide lines of the program and guidance of the organization.
7. I will keep confidentiality of children and do nothing against their interest.

I am signing here with sound health and mind without any pressure and convincing.

Place:

Signature in full

Date:

Enclosures: (Enclose self attested documents and Papers)

Sl No	Details of Documents	No of Pages