

## Vacancy Note: Recruitment of Community Outreach Worker

**Job Title** : **Community Outreach Worker**  
**Reporting To** : **Project Coordinator**  
**No. Of Vacancies** : **1**  
**Location** : **Ghaziabad**

Railway Children India (RCI) 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.

RCI 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:**

The community outreach workers will be responsible for the slum community intervention to support children and families affected by COVID-19. This position will contribute 100% of her/his time for the project.

### **Key responsibilities:**

1. Conduct the vulnerability assessment in the community and support the child welfare officer to develop the individual care plan for the identified children and implementation of the plan
2. Organize issue- based awareness activities in the community with the support of children and community members.
3. Provide technical and handholding support to the Children Activity and learning center facilitators in running and managing the centers effectively.
4. Link the most vulnerable children and their families with local administration and ensure the family and children receive support from the govt as per the need.
5. Responsible for family strengthening work to support the families of restored children by providing dry ration, link families in social protection scheme, link children with school and vocational training.
6. Responsible for rapport building at community level networks and local mobilize resources for supporting project interventions
7. Conduct and organize periodic meeting and capacity building programmes for the community based structures like child protection committees and children groups in the community
8. Prepare and maintain process documentation of all the activities and beneficiaries' details and to ensure quality check of the documentation maintained by the community outreach workers for the community intervention
9. Responsible for weekly/monthly reporting of the community level activities.
10. Liaison with local elected representatives, traditional leaders and key decision makers and other relevant stakeholders.
11. Station outreach in case of emergency and need, any other work assigned by the Project Coordinator)

### **Expected competencies:**

- Graduation/Diploma in any stream. Graduates in Social Work will have an added advantage
- Minimum 2 years of relevant work experience in development sector
- Experience of working in community outreach and engagement, particularly with vulnerable/disadvantaged groups.
- Experience of recruiting, supporting, and mentoring volunteers within a community project
- Experience of organizing creative and successful events which engage and involve people from a range of different backgrounds

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- Hard-working, reliable and professional, able to manage a varied and challenging workload and work well both as part of a team and alone.
- Willing and able to work in different environments and spending a large amount of time on the ground within communities including being station based, as per project requirement
- Strong communication skills including presenting, facilitation and relationship building and Proficiency in Hindi (both verbal & written)
- Basic level proficiency in MS Office (MS-Word, MS-Excel).
- Experience of working with a variety of different stakeholders
- Proficiency in English (written & verbal) will be an added advantage
- Knowledge of child protection issues and laws will be an added advantage.

### **Expected attitude:**

- 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
- 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

### **Compensation offered:**

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

### **Benefits:**

- ✓ PF, ESI and Gratuity as per Gratuity Act;
- ✓ Holidays, Annual Leave and Sick Leave as per organization policy.

### **Job Reference:**

'Community Outreach Worker\_RCI'

### **To Apply:**

The eligible candidates may send their application along with a cover letter at [careers.india@railwaychildren.org.in](mailto:careers.india@railwaychildren.org.in) by March 7<sup>th</sup>, 2022. Please mention 'job reference' in subject line of application.

'At Railway Children India we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children are recruited. This post is subject to a range of vetting checks including police verification.'

Due to the high volume of applications often received, only those found suitable for the role will be contacted.