**ROLE DESCRIPTION**

**Role Title:** Case Worker, Family-Based Care (FBC)

**Location**: Snehalaya Head Office, MIDC, Ahmednagar, Maharashtra

**Reporting to:** FBC Manager

**Hours**: 10:00-18:00, six days per week

**Benefits:** Being part of a wonderful team leading the way on FBC in our district, state and nation 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 Family-Based Care**

We are looking for an experienced social worker to work as a Case Worker with our Family-Based Care (FBC) team, beneficiaries, potential foster careers and other stakeholders to develop and deliver an effective program. This is a unique opportunity to join a dynamic and international team working in the best interests of children while directing the future of FBC at local and national levels. Supported by our expert team and global leaders in the field, US-based CERI, the successful candidate will have the opportunity to influence the implementation of FBC at all levels. You will also 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 practical skills, knowledge and experience, energy and creative ideas and solutions to FBC, as well as a real concern for the best interest of children, and has a genuine passion to drive the future forward with us.

Based in our head office in MIDC, the successful applicant will be expected to travel locally, state and nationwide to represent our organization at events, conferences and round table discussions aimed at developing sustainable FBC for children.

**Overview of the role**

You will be working in Snehalaya's FBC team on tasks such as:

Establish a relationship of trust and respect with children, potential foster parents and existing foster parents.

1. Evaluate individual children’s needs and create a customised care and placement plan.

Working with colleagues across the organization and external stakeholders, you will be collecting and recording background information of each child that arrives in Snehalaya’s shelter and placed in foster care.

1. Coordinating with the Project Manager of FBC and colleagues across the organization to arrange for the child’s immediate needs such as medicine, food, clothing, etc.

Documentation of cases of all children – one page summary of each child based on detailed case studies.

1. Assist FBC Manager in strategic planning for foster care awareness campaign
2. Support in designing and developing IEC materials
3. Support FBC team in recruitment, monitoring and supervision process.
4. Develop and manage relationships with key stakeholders in FBC
5. Promote program and recruit and train suitable foster carers
6. Managing capacity building events for potential foster parents and foster families.
7. Plan and manage 1st, 2nd and 3rd phase meetings to assess willing and potential foster families
8. Support and assess the potential foster families in the placement process
9. Manage follow up visits with children and foster carers post-placement
10. Generate regular reports on progress of project and beneficiaries
11. Capacity building of government s­­­­­­­­takeholders on foster care program.
12. Liaise, as necessary, with other agencies and individuals to help make changes based on the issues raised by children.
13. Ensure that the project communities, parents, children, and youth are actively engaged in planning, implementation and monitoring of activities that are in line with program.
14. Attend supervision and training courses.
15. Support studies conducted by Snehalaya or other research organizations / individuals who may be conducting studies on Children in need of care and protection and special children etc.
16. Attend incoming inquiries from various campaigns
17. Technical support to government bodies (DCPU, CWC and ChildLine) in child identification.
18. Ensure that safeguarding children and promoting their best interest is maintained at the core of everything undertaken.

**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:

* Experience of childcare, preferably in the field of social work in an Indian CCI
* Minimum 5 years relevant experience post-graduation.
* enthusiasm, flexibility and creativity
* A genuine motivation to work for FBC
* A genuine motivation to work for a grassroots NGO , and interest in the work of Snehalaya
* Good knowledge of Microsoft Office
* Attention to detail
* The ability to meet deadlines

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