

1. Warden – Shelter Home

Required Experience, Skills and Qualifications:

- Preferably Post Graduate with 2-3 years supervisory experience in running of such Homes.
- Command over English and Hindi is necessary and other regional language is an asset
- At least 2-3 years work experience
- Computer skill required
- experience in crisis response and residential services
- Team player.
- Ability to withstand stress (handling residents).
- Experience of working with stakeholders including government organizations, NGO's, the police.
- Below 45 years

Essential (5 Essential Skills For The Role)

- Ability to put aside personal biases and religious/cultural/social/economic upbringing/values when working with residents of shelter home.
- Effective communication and inter-personal skills.
- Strong sense of empathy, and negotiation and persuasion skills and conflict -resolution
- Ability to stay calm, think clearly and give guidance in a crisis.
- Proven ability to work with a variety of stakeholders including, government organizations, the police, community organizations, etc

Responsibilities

- **Maintenance of documents**
- **Keeping records of the residents/ maintenance of all files of residents**
- **Maintaining registers (occupancy, stock, asset, log book)**
- **Supervisory and management skills**
- **Supervising cleanliness/security/electrical and plumbing issues/catering**
- **Ability to respect confidentiality of information of residents**
- Maintain effective and cooperative relationships with residents, employees, and volunteers.
- And other work as per guidelines of Swadhar Greh Scheme Which is supported by Ministry of Women and Child Department, Govt. of India.

Interested candidates can send their CVs to info@aiwc.org.in with subject line “Application for the post of “Warden - Shelter Home”.