

Vacancy: Program Associate – Child Protection

Job Type: Full-time

Salary: ₹20,000.00 per month

Work Location: Vrindavan, Mathura (Uttar Pradesh)

Time Commitment: Full-Time

Reporting To: Program Manager – Child Protection

Role Overview

The Program Associate will support the implementation of child protection and gender justice interventions at the field level. The role requires active engagement with children, adolescents, teachers, parents, and community stakeholders, ensuring that all activities are child-centric, trauma-informed, and rights-based.

The Program Associate will work closely with schools, families, and community systems to strengthen protective environments for children.

Key Responsibilities

1. Field Implementation

- Conduct regular school visits to facilitate sessions on mental health, gender justice, child rights, and safety.
 - Engage with children and adolescents through group activities, workshops, and individual support where required.
 - Build positive working relationships with teachers, school management, ward level child protection committee, and other stakeholders.
 - Conduct home visits for case follow-up, family counselling support, and vulnerability assessments.
 - Engage parents and caregivers through home visit, community meetings, awareness sessions, and dialogue circles.
 - Support the strengthening of Ward Level Child Protection Committees and community-based protection systems.
 - Identify children at risk and refer cases to the Program Manager and relevant services following organisational protocols.
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2. Case Support and Referral

- Assist in documenting case histories, safety plans, and intervention notes under supervision of the Program Manager.
 - Coordinate referrals to counsellors, legal aid services, protection officers, and health or psychiatric institutions as needed.
 - Maintain confidentiality, dignity, and ethical standards in all the work, survivor and child interactions.
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3. Community Engagement

- Organise and facilitate community workshops on gender justice, social justice, child protection laws, and mental health awareness.
- Support campaigns, public meetings, and local advocacy initiatives.

- Build rapport with community leaders, frontline workers, and government stakeholders.
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4. Reporting and Documentation

- Maintain accurate daily field reports and attendance records for sessions conducted.
 - Prepare monthly activity reports and submit them to the Program Manager.
 - Document case narratives and success stories while ensuring confidentiality.
 - Assist in data collection for monitoring and evaluation purposes.
 - Record minutes of school meetings, community meetings, and case discussions when required.
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5. Coordination and Team Support

- Participate in regular review meetings and planning sessions.
 - Support logistical coordination for workshops, trainings, and community events.
 - Contribute to operational planning based on field observations and realities.
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Qualifications and Skills

- Bachelor's in Education, Sociology, Social Work, Psychology, Gender Studies, Development Studies, or related Social Sciences field.
 - Minimum 1 year of experience in working with children or field related work, child protection, education, gender justice, or community development.
 - Strong understanding of child rights and basic knowledge of laws such as JJ Act, POCSO, and PWDVA is preferred.
 - Ability to engage empathetically with children and families from diverse socio-economic backgrounds.
 - Strong communication skills in Hindi and working knowledge of English.
 - Basic knowledge of Microsoft Excel and documentation systems.
 - Willingness to travel locally for school and home visits.
 - Willingness to travel inter-city, state, for knowledge growth, meetings, related to the work.
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