

PARBATI GIRI BAL NIKETAN

**At:Patharchepa, Po: Sadeipali, Via:Chandanbhati, Dist: Balangir, PIN: 767 065
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ADVERTISEMENT

Adv. No: 08/CCI/2025

Date: 13/01/2025

Applications with required documents are invited from eligible candidates for the vacant position of **Counselor – 1 No., Child Welfare Officer – 1 No., House Mother – 1 No., Cook – 1 No. & Helper cum Night Watchman - 1 No.** for our Govt. Registered Children's Home aided by, Department of W & CD ,Government of Odisha .The applications so as to reach our office through both off line and online in the link <https://forms.gle/eC8NyyAoSAyRagbu9> and post on or before **Dt.25.01.2025 (5:00pm) positively**. For details regarding eligibility criteria, remuneration and mode of selection log in to website: www.pgbn.org.in.

**Secretary
Parbati Giri Bal Niketan,
Patharchepa,Balangir**

Date of Start : 17.01.2025

Date of closing: 25.01.2025

Required qualification for the vacant posts of Children's Home of Parbati Giri Bal Niketan Patharchepa:

Sl. No.	Name of the position	No. of vacant positions	Required qualification & experience	Age limit	Monthly remuneration
	Counselor	01	A Graduate in Social Work /Sociology/Psychology/ Public Health/ Counselling from a recognized university. OR PG Diploma in Counselling and Communication. At least 1 year of working experience with the Govt/NGO preferably in the field of Women &Child Development. Proficiency in Computers.	21 to 45 years as on 01/01/2025	Rs.23,170/-
	Child Welfare Officer	01	A Graduate or preferably in B.A in Social Work/ Sociology/	21 to 45 years as	Rs. 23,170/-

			<p>Social Sciences or LLB from a recognized university.</p> <p>Experience of at least 2 years of working with Govt./ NGO/ Legal Matters preferably in the field of Women & Child Rights.</p> <p>Good understanding of Women & Child right & protection issues.</p> <p>Weightage for work experience candidate</p> <p>Proficiency in Computers</p>	on 01/01/2025	
	House Mother	01	A Graduation in any discipline (preference will be given to Graduate with science, home science, psychology, sociology)	21 to 45 years as on 01/01/2025	Rs. 14,564/-
	Cook	01	Under Matric (8 th -10 th)	21 to 45 years as on 01/01/2025	Rs. 9,930/-
	Helper cum Night Watchman	01	Under Matric (8 th -10 th)	21 to 45 years as on 01/01/2025	Rs. 7,944/-

Documents required to be attached with application:

1. Self attested photocopy of Secondary, HSC, Graduation, Post Graduation or any other professional qualification certificate and mark sheet.
2. One recent self-attested color photograph (3.5 X 4.5 sizes) affixed on the application form.
3. Certificate of experience issued from previous employer.
4. Self declaration regarding non involvement in any criminal activities especially child related offences.
5. Separate application is required for the each vacant post.
6. All the aspirants are requested not to apply more than two posts .which will lead to reject to his application.

Mode of selection:

The recruitment shall be on the basis of career marking only as per weightage assigned below:-

Sl. No.	Qualification	Weighthage
1	Secondary	10
2	Higher Secondary	15
3	Graduation	25
4	Post-graduation	30
5	Any other professional course/Training related to child rights and its protection or M. Phil, Ph. D. etc.	10
6	Work Experience	10
Total:		100

Job Responsibility:**Counselor**

Counselling sessions as part of the reception unit upon receiving a child: The counselor/psychologist shall have a minimum of 2 sessions with the child once he/she has been admitted in the reception unit of the CCI. More sessions shall be conducted if required.

- The Superintendent/Person-in-charge shall ensure that the Probation Officer/ case worker/child welfare officer briefs the counselor with as much information as is available about the child and reasons for admission into the CCI.
- The objective of these sessions shall be to understand as much as possible about the child, his or her situation, background, circumstances and needs, in order to make recommendations which will impact further decision making for the child, reports to the Board/Children's Court, and the preparation of the ICP.
- Plan goal oriented counseling sessions for children who need help.
 - Receive referrals from the person-in-charge for children who require constant counseling sessions.
 - The counselor should have planned, goal-oriented sessions with each child once in every week.
 - The counselor should provide inputs on each child being counseled during the monthly Management Committee meeting.
 - The counselor shall inform the matter to the Superintendent/Person-in-charge and Management Committee for an appropriate decision to be taken when he/she is of the view that:
 - the objectives of counselling sessions have been achieved.
 - or that the counselling sessions need to be extended.
 - or that the child is in need of referral to a specialized service.
 - The counselling should inform the Probation Officer/case worker/CWO and in case the child shows symptoms of any psychological ailment/condition and a decision on the next course of action should be taken by the Superintendent/Person-in-charge with the requisite approvals from the Board/Children's Court.
 - The family of the child should also be informed of the same.

- Record of counselling sessions: The summary and key highlights of each counselling session should be documented in the child's case file.
 - The counsellor should give inputs to the Probation Officer/CWO/case worker for each child receiving counsel or as required—periodic reports to the Board/Children's Court, while updating the case file, for modification of ICP.
- Formation and support to groups among children in the CCI:
 - Under supervision of the Superintendent/Person-in-Charge facilitate formation of peer support groups among children for them to support each other and deal with issues in a positive manner.
 - Undertake group therapy sessions with the peer support groups.
 - Provide children with skills and knowledge on how to manage and conduct their group sessions.
 - Ensure that participation in peer support groups should be voluntary for the children in the CCI.
 - Special counseling sessions for repeat offenders, follow up and referral to psychiatrist or mental health specialist if need be.

Child Welfare Officer

Every Child Welfare Officer or Case Worker in the Child Care Institution shall carry out all directions given by the Board or the Committee or the Children's Court. The case worker/child welfare officer shall keep the best interests of the child foremost in his/her approach in dealing with the child/children assigned to him/her. The CWO or Case Worker may also be appointed as monitoring authority as provided under JJ Model Rules 2016. The Monitoring authority shall maintain a Rehabilitation card for the child in Form 14 of JJ Model Rules 2016. The duties of the case worker/child welfare officer are as under.

At the time of production of the child before the JJB or Children's Court and inquiry

- The CWO/case-worker shall receive charge of a child from the JJB, Children's Court, or the Person-in-charge/Superintendent of an institution and shall implement directions as received from the JJB or Children's Court.
- The CWO/case worker shall accompany the Special Juvenile Police or Child Welfare Police Officer while producing the child to the JJB within 24- hours as per sub-section 1 of section 10 of the JJA 2015.
- When a child is apprehended in accordance with section 10 of the JJA, and assigned to the CWO/case worker, the CWO/case worker shall produce the child before the Board within 24 hours excluding the time necessary for the journey of apprehending the child, from the place where such child was apprehended and also provide a report explaining why the child was apprehended by the police.
- To conduct a Social Investigation Report in relation to a child alleged to be in conflict with law, on receipt of information from the police or Child Welfare Police Officer or on arrival of a child in the Child Care Institution and submit the Social Investigation Report to the Board or the Children's Court, within 15 days as per Form 6.

Care, supervision and support of children in CCI (Observation Home, Special Home, Place of Safety)

- All the children in the CCI shall be assigned CWO/case worker who shall be responsible for the child assigned to him by the Superintendent/Person-in-charge in all respects viz. care, protection, rehabilitation, reformation and development of the child.

- The CWO/case worker shall be responsible for reporting to the Board or the Children's Court about the child and maintaining the child's record in the Child Care Institution.
- Upon assignment of the child to the CWO/case worker, he or she shall:
 - Facilitate services to be received by the child at the Reception Unit:
 - Welcome the child to the CCI, explain routine, rules, obligations, expectations of the child, understand child's expectations of the institution, explain the code of conduct, what the child should expect from staff and what staff will expect from child, explain the status of the his case and provide tentative timelines so that the child understands his/her situation fully, permit adequate time for the child to ask questions and seek information and clarification.
 - Provision of materials- clothes, footwear, toiletries, issuance of linen.
 - Ensure that the child gets a meal, takes a bath immediately if necessary.
 - Ensure the child has access to detox facilities if he/she should require it.
 - Ensure that any ongoing treatment of the child is not interrupted or neglected.
 - Meet the child more than once a day to ensure that he/she feels safe and comfortable.
- Facilitate processes such as required tests, assessments and examinations of the child conducted by the professionals in the institution (counselor/teacher/doctor/psychologist).
- Gather information about the child within the initial five days to ascertain the child's education, vocational status and aptitude and emotional status.
- At the end of stay in the reception unit, escort the child to the dormitory and introduce him/her to the other children.
 - Use positive methods to introduce the child to the other children so that the child feels welcome. Introduce the child to the house father/mother.
 - Introduce the child to children's committee members.
- Maintain documentation and case file for each child assigned in the CCI:
 - Prepare the case file of the child.
 - Collect the child's medical, mental status, cognitive assessment, psychosocial and addiction status reports from the persons concerned and place them in the medical record of the child.
 - Maintain the Protective Custody Card.
 - Prepare and maintain the medical record of the child and ensure that the treatment of the child is not interrupted or neglected;
 - On receiving the copy of the order of declaration of age, to make the necessary changes in the record as regards the age of the child if any change is required and to place the copy of the said order in the case file of the child;
 - Update the Individual Care Plan and the case file to record goals achieved and another relevant information related to the child's progress:-
 - shall include any complaints received by the child, complaints received against the child, behavioral problems displayed by the child, good behavior displayed by the child.
 - shall include conversations had with child by the CWO/case worker, counselor, psychologist, which shows positive changes, and shifts made by the child in his/her thinking, plans for himself/herself/family.
 - All the case files maintained shall, as far as possible, be computerized and networked on a designated portal i.e. TrackChild, so that the data is centrally available to the State Government, District Child Protection Unit and the Juvenile Justice Board etc.
- Preparation of Individual Care Plan:

- Study the reports and prepare in consultation with the child and his family members, an individual care plan for the child in Form 7 for the period pending inquiry, to be placed in the case file of the child when the child is placed for care in the Observation Home or Place of Safety.
- The CWO/case worker may consult the counsellor, psychologists or such other person as he/she deems fit in this regard.
 - In keeping with the individual care plan, a daily routine shall be developed for the child and explained to him.
 - Ensure that the child adheres to the routine so developed and take timely reports from the caregivers in this respect.
 - Ensure that special programmes for children with recidivism are formulated and incorporated in the ICP such as counseling, follow up and referrals.
- Review of Individual Care Plan:
 - Review periodically the implementation and effectiveness of the individual care plan and if necessary, suitably modify the individual care plan and the routine activities of the child with the approval of the Management Committee.
- Meetings and interactions with the child and other stakeholders:
 - Meet the child every day to ensure his/her safety, welfare and development.
 - Assist the child to adjust to the life in the Child Care Institution. A newly received child shall be met more often than once a day.
 - Keep track of all important dates for the child such as dates of production, hearing, appointments for medical treatment, and others.
 - Ensure the child makes it to all appointments and accompany the child/ensure that the child is accompanied as far as is possible.
 - Have meetings and interactions with other care-givers in the CCI to ensure that the child is receiving all required inputs which are outlined in his/her individual care plan.
 - Assist the child to develop contact with family and also provide guidance and assistance to family members by being present during parent child interactions on family meeting days in the CCI.
 - Facilitate interaction between the child and the Person-in-charge/ Superintendent.
 - Resolve the problems of the child and deal compassionately with his/ her difficulties in life in the CCI.
 - Participate in the orientation, monitoring, education, vocational and rehabilitation programmes in respect of the child and attend the parent teacher meetings in schools in respect of children assigned to them.
 - Participate in the pre-release programme and help the child to establish contact with family which can provide emotional and social support to the child after the release.
 - Maintain contact with the children after their release and extend help and guidance to them.
 - Visit regularly the residence of the child under his supervision and also places of employment or school attended by the child and submit fortnightly reports or as otherwise directed.
- Ensure that if required, a bank account of the child is opened.
- Ensure that all children have Aadhaar card made etc.

House Mother

The house mothers/fathers shall function under the direction of the Superintendent/Person-in-charge and shall be assigned duties towards providing care to children. The general duties, functions and responsibilities shall be as follows, namely:

- Handle every child in the Child Care Institution with love and affection .
- Take proper care of the child and ensure his welfare.
- Provide each child upon his reception with all the necessary supplies like clothing, toiletries etc.
- Replenish the provisions/supplies as per scale and need of the child.
- Maintain discipline among the children.
- Ensure that the children maintain their personal cleanliness and hygiene.
- Look after maintenance, sanitation and maintain hygienic surroundings.
- Implement the daily routine of every child in an effective manner and ensure the participation of the children.
- Look after safety and security arrangements in the Child Care Institution.
- Escort the children whenever they go out of the Child Care Institution for purposes other than production before the Board or the Committee or the Children's Court.
- Report to the Person-in-charge and to the Child Welfare Officer about the child assigned to the Child Welfare Officer.
- Maintain the registers, relevant to their duties. and
- Any other duty as may be assigned by the Person-in- charge of the Child Care Institution

Duties related to house-keeping in the CCI

The House Father/Mother shall be assigned the duty of verification of cleaning. He/she shall verify that the same has been conducted twice in the day, once in the morning, and once in the evening after the evening cleaning. A record of the same shall be kept in the House-keeping register.

The House Father/Mother shall also do verification of meals, the same shall be verified at the time of preparation of every meal - breakfast, lunch, tea, dinner and a record of the same shall be kept in the meals register:

The House Father/Mother shall verify that the meal has been cooked according to the menu, and check to see if it is prepared in accordance with the standards outlined in the JJ Model Rules 2016.

The House Father/Mother shall also make a comment on the quality of the cooking whether it is satisfactory according to him or her and steps which may need to improve quality.

Cook

- Ensure timely and hygienic meals for the children (4 times a day) as per planned menu.
- Ensure quality of food by purchasing good quality locally available items.
- Provide special meals on holidays, festival and for sick children.

Helper cum Night Watchman

1. Provide support to cook in maintaining timeliness and quality of meals being cooked for children.
2. Clean the cooking utensils and the kitchen post every round of cooking.

* Patrol and monitor the campus and surrounding areas and unsupervised places to ensure the safety and well-being of students and staff and the security of the facility.

* Display ethical and professional behavior in working with Children and Staff.

- Dressing and grooming professionally. Wear District designated attire in a presentable manner during assigned work hours. Intervene in situations likely to result in disruption or injury and direct children to refrain.

- Assist the staff, police, and emergency personnel in handling emergencies or disruptive.

- situations. Assist visitors with directions and securing proper identification. Intercept unauthorized.

- visitors and escort them to exits. Report any discipline infractions, unauthorized visitors.

- emergency, potentially dangerous or unusual situations. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances or anabolic steroids.

- Protect confidentiality of records and information about staff, and use discretion when.

* Maintain campus security and protect District property against vandalism, illegal entry, fire and theft; check buildings and grounds for security, water leaks, malfunctioning equipment, unauthorized visitors and fire; perform temporary repairs on CCI property and equipment as appropriate.

* Inspect and monitor the security of doors, windows and gates; reset alarm systems and test for proper operation as necessary; detect and report fire and safety hazards; respond to fire and burglar alarms and extinguish small fires; summon and communicate with police and fire department personnel as needed.

* Prepare and maintain a variety of records and reports related to security incidents, issues, hazards and activities; maintain time cards and officer's log sheet.

- Operate a variety of security and safety equipment including fire extinguishers, handcuffs, batons, firearms, mobile phones, hand-held radios, pepper spray, and mace the course of work



APPLICATION FORM
(To be filled up in BLOCK LETTER)



1. Name of Post applied for :

2. Name of Applicant (in full) :

3. Name of Father/Husband :

4. Permanent Address :

AT :

PO:

Via :

PS :

Dist :

Pin :

5. Present Postal Address For Correspondence:

AT :

PO:

Via :

PS :

Dist :

Pin :

E-mail ID (if any)

Mob. Phone:

6. Nationality :

7. Religion :

8. Sex (Male/Female)

9. Marital Status (Married/Unmarried)

10. Date of Birth in Christian era

(As recorded in School Certificate):

Day Month Year

11. Age as on 01.01.2025 :

Day Month Year

12. Educational Qualification:

Name of Exam Passed	Name of School /College/University	Year of passing	Total Marks	Marks Secured	% of Marks

Space for self-
attested color
photograph

13. Any other professional course/Training related to child rights and its protection or M. Phil, Ph. D. etc:

14. Work Experience:

Name of the Agency/Organization with which worked	Name of the position	Responsibility/nature of work	Duration

14. List of Enclosures :

DECLARATION

I, Sri/Smt/Miss..... do hereby declare that all the information furnished above by me are true, complete and correct to the best of my knowledge and belief. In the event of any of the aforesaid information found false or incorrect at any stage hereafter, my candidature/selection/engagement is liable to be cancelled without any notice to me.

Place :

Date :

Full Signature of the Applicant