



## ENFOLD PROACTIVE HEALTH TRUST

<b>Position:</b>	<b>Case Coordinator (Support &amp; Rehabilitation)</b>
<b>Reports to:</b>	Manager - Support & Rehabilitation
<b>Location:</b>	Bengaluru
<b>Full/part-time</b>	Full-time
<b>Key Responsibilities</b>	<ol style="list-style-type: none"><li>1. Providing support and assistance through the process of reporting, investigation and rehabilitation of children who have faced sexual violence.</li><li>2. Visit the Child Welfare Committee, Police Station, Hospital, Court, Child Care Institution and family whenever required.</li><li>3. Coordinate with multiple stakeholders, Govt. Departments, and other teams at Enfold in respect of matters arising from cases.</li><li>4. Send monthly reports to the Child Welfare Committees (CWC)</li><li>5. Case related documentation work such as tracking all the case status and updates.</li><li>6. Periodically follow up with the Public Prosecutor and follow up compensation with the District Legal Services Authority ( DLSA).</li><li>7. Contribute towards capacity building programmes and submissions by the team to various authorities.</li><li>8. Any other work allocated by the Team Manager, through mutual consultation based on priorities identified.</li></ol>



<b>Qualification and Experience</b>	<p><b>Education:</b></p> <ol style="list-style-type: none"> <li>1. Master's or Bachelor's degree in the field of social work.</li> </ol> <p><b>Work Experience:</b></p> <ol style="list-style-type: none"> <li>1. 2–3 years of professional experience in a social work, counseling, or case management role, preferably within an NGO setting.</li> <li>2. Familiarity with <b>trauma-informed care, child protection protocols, and psychosocial support frameworks.</b></li> </ol> <p><b>Languages:</b></p> <ol style="list-style-type: none"> <li>1. English and Kannada speaking (reading and writing is necessary).</li> <li>2. Proficiency in speaking Hindi would be an added advantage.</li> </ol>
<b>Skills and Personal Attributes</b>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Ability to connect with children sensitively, and follow through POCSO cases</li> <li>2. Ability to work effectively with stakeholders and people from diverse backgrounds in a mutually respectful way.</li> <li>3. Ability to work without discriminating on grounds of caste, culture, age, gender, disability, religion, or sexual orientation and perform their duties in the best interest of the child.</li> <li>4. Capable of defining emotional boundaries to remain objective, while handling children who have faced trauma and sexual violence.</li> <li>5. Good problem solving, interpersonal communication and conflict resolution skills.</li> <li>6. Excellent communication, writing, and technical skills</li> <li>7. Ability to maintain a high degree of confidentiality in dealing with case matters.</li> <li>8. Ability to prioritize work efficiently</li> </ol>



	<p>9. Ability to be a team player, be self-motivated.</p> <p>10. Applicants must be friendly, courteous and have a professional approach.</p> <p>11. Basic knowledge of the Protection of Children from Sexual Offences (POCSO) Act and POCSO Rules, besides Juvenile Justice Act (JJ Act)</p> <p><b>Preferred:</b></p> <p>1. Proficiency with Google, Word, Excel</p>
<b>Terms of Engagement</b>	<p>1. It is expected that the Employee will work from Monday - Friday full day (8 hours) and on Saturday if and when cases come up and need immediate intervention.</p> <p>2. It is expected that the Employee will be willing to visit police stations, courts, medical facilities, child care institutions, residences of children and other locations related to the work of the team.</p> <p>3. Enfold reserves the right to vary employee's duties and responsibilities from time to time, within reason. Employee maybe requested to assist with other team-related jobs</p> <p>4. The work will involve travel within and possibly outside Bengaluru whenever required. Employee to travel on mutually agreeable dates, as far as possible.</p> <p>5. Any other work allocated by the Team, through mutual consultation, based on priorities identified.</p> <p>6. Any changes to the scope of work will be communicated and agreed mutually between the team leads and the employee.</p> <p><b>Note:</b> The candidate will receive an in-depth and hands-on orientation to familiarize themselves with all aspects of the work. They will receive</p>





	complete support of the team members at the initial stages and will continue to work with the team that supports each other.
<b>Last Date for application</b>	25th June 2025
<b>Joining Date</b>	Immediate
<b>Application Details</b>	Enfold is committed to providing equal opportunities in employment and creating an inclusive work environment. Interested candidates can apply by filling out the <a href="#">form</a> .

**Note :** Enfold has a zero tolerance for Sexual Exploitation and Abuse.

**Protection from Sexual Exploitation and Abuse (PSEA)** is everyone's responsibility, and all staff must adhere to the Code of Conduct, which enshrines principles of PSEA, always (both during work hours and outside work hours).

Familiarisation with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

