

ENFOLD PROACTIVE HEALTH TRUST

Position: Case Coordinator, Support & Rehabilitation Team

Reports to: Manager, Support and Rehabilitation Team

Location: Enfold office, Domlur - Bengaluru

Full / part time: Full-time

Key Roles and Responsibilities

- Provide end to end psychosocial and medico-legal assistance to children who have faced sexual violence.
- Visit different places including but not limited to Child Welfare Committees, Police Stations, Hospitals, Courts, Child Care Institutions and homes of children whenever required, during the course of a POCSO case..
- Coordinate with the stakeholders involved in POCSO implementation.
- Submit case-related monthly reports to the Child Welfare Committees (CWC)
- Maintain and update case related documentation.
- During trial follow up with Public Prosecutors and other court officials for documents.
- Follow up with the District Legal Services Authority (DLSA) for compensation.

Skills and Personal Attributes

1. Ability to connect with children and their caregivers sensitively, and effectively, while maintaining professional boundaries,
2. Ability to work effectively with stakeholders and people from diverse backgrounds in a mutually respectful and collaborative way,
3. Capable of defining emotional boundaries to remain objective, while handling children who have faced trauma and sexual violence,
4. Good problem solving, interpersonal communication and conflict resolution skills,
5. Good communication, writing, interpersonal and technical skills,
6. Ability to maintain a high degree of confidentiality in dealing with case matters,
7. Ability to prioritize work efficiently,
8. Ability to be a team player, be self-motivated,
9. Applicants must be friendly, courteous and have a professional approach,
10. Basic knowledge of the Protection of children from Sexual Offenses (POCSO) Act POCSO Rules and Juvenile Justice Act (JJ Act),
11. Basic proficiency with Google, Word, Excel required,
12. Ability to work without discrimination based on race, culture, age, gender, disability, religion, or sexuality and perform their duties in the best interest of the child.

Terms of Engagement:

- It is expected that Case Coordinator will work from Monday - Friday full day (8 hours) and on Saturdays, if and when case related work comes up needing urgent intervention. Given the nature of case-related work, work timings may vary.
- Enfold reserves the right to vary Case Coordinator's duties and responsibilities from time

to time, within reason.

- The work may involve travel within and outside Bengaluru whenever required. Travel will be on mutually agreeable dates, as far as possible.
- Any other work allocated by the Team, through mutual consultation based on priorities identified.
- Any changes to the scope of work will be communicated and agreed mutually between the team leads and Case Coordinator.

Education:

Master's or Bachelor's degree in the field of social work.

Prior Work Experience:

2–3 years of professional experience in a social work, counseling, or case management role, preferably within an NGO setting.

Familiarity with **trauma-informed care, child protection protocols, and psychosocial support frameworks preferred.**

LANGUAGES:

English, Kannada speaking are necessary. Kannada reading and writing skills and Hindi speaking skills would be considered an added advantage.

Note: The candidate will receive an in-depth and hands-on orientation to familiarize themselves with all aspects of the work. They will receive complete support of the team members at the initial stages and will continue to work with the team that supports each other.

Last Date for application: 15th October, 2026

Joining Date: Will be notified

How to apply:

Interested candidates can apply to this link [Apply](#)

Enfold is committed to providing equal opportunities in employment and creating an inclusive work environment.