

Dignity Foundation will be engaging in **Chennai Homeless Program** where it ensures comprehensive elderly care for homeless people in the elderly shelters of Chennai city. We have two vacancies to be filled by eligible candidates.

Position 1: Project Manager (1 Position), Chennai Homeless Program for Elderly

Employment Type: Full-time

Location: Chennai, India

Roles and Responsibilities:

- Monitor the effective implementation of the planned activities in the shelter homes
- Ensure adequate nutrition and physical wellbeing of the senior citizen beneficiaries and ensure an active aging among the elderly in the shelters
- Organise monthly review meetings with the subordinates, plan, organise and evaluate the activities to ensure the successful implementation of the project
- Organise monthly doctor visits in the shelter homes
- Organise quarterly health camps in the shelter homes
- Plan and monitor the activities organised so that the Elderly homeless residents are facilitated for social entitlement and appropriate legal aid
- Reunion of homeless elderly with family or provide alternative long-term living arrangements with follow up services.

Qualifications, Experience and Skills:

- Post-graduate in social work or social sciences, or its equivalent with at least two to five years' relevant experience in development sector/NGOs.
- Strong experience of community-based programme implementation in urban and rural areas. Excellent oral and written communication skills in English and Tamil
- Sound computer skills including the use of Internet and MS Office™ software
- Ability to work independently and as a team player in a complex, multi-cultural environment. Individuals with two-wheeler licence will be preferred

Salary – Remuneration up to Rs. 30,000/- per month for eligible and experienced candidates

Position 2: Activity Coordinators (4 positions), Chennai Homeless Program for Elderly

Employment Type: Full-time

Location: Chennai, India

Roles and Responsibilities:

- Assess and assist members of the shelter homes with their personal needs, such as hygiene, nutrition, medical, and/or emotional support.
- To enable active ageing, the social worker will provide counselling support, organise cognitive stimulation activities, skill training and recreation activities for the elderly such as yoga, meditation and so on.
- Active listening, overcoming obstacles and/or directing them to the right community resources
- Monitor the distribution of nutritional refreshments and lunch to the shelter home's members
- Work cooperatively and effectively with other staff, volunteers and clients
- Responsible for administrative tasks such as maintaining case work files, writing case notes or reviewing treatment plans

Qualifications, Experience and Skills:

- Graduate/Post Graduate in social work or social sciences, or its equivalent with relevant experience in development sector/NGOs
- Strong experience of community-based programme implementation in urban and rural areas is preferable. Excellent oral and written communication skills in English and Tamil
- Sound computer skills including the use of Internet and MS Office™ software
- Ability to work independently and as a team player in a complex, multi-cultural environment. Individuals with two-wheeler licence will be preferred

Salary – Remuneration up to Rs. 15,000/- per month for eligible and experienced candidates

Note: Professionals meeting the above requirements and with plans to associate with our NGO for several years may email their CV to felista.jose@dignityfoundation.com keeping in

cc sujay.joshi@dignityfoundation.com by 31st July 2022 or until position is filled. Please mention the name of the position for which you applied in the subject line.

: Due to the high volume of applicant responses, not all applicants may receive a response from Dignity Foundation. Regret the inconvenience.

: Dignity Foundation is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. We always encourage women to apply.