

Job Title: Assistant Program Manager (Social Worker) – Adoption Programme

Location Districts: Mumbai. (Traveling required within MMR region)

Employment Type: Renewable fixed-term contract

About:

Bal Asha Trust is a Mumbai-based charity working for child protection for the past 39 years. Our vision is where every child is cared for, loved, healthy and in the family. It is an awarded organisation implementing seven programmes for vulnerable children. Our primary programmes are Children’s Home, Adoption Centre, Child Development Centre, Education Sponsorship, Poshan, Mumkin and Training & Awareness. For more information visit www.balashatrust.org

About the Program:

Bal Asha Trust is India’s best and awarded recognized Adoption Agency. Bal Asha Trust is a licensed organisation authorised by the Government of Maharashtra to place children who are legally declared “free for Adoption” with loving and caring families. As an Adoption agency, we have two important roles to look after: placing our children in Adoption and supporting local families in the counselling and home study process, so they can adopt from anywhere in India.

The Adoption Programme is a structured process that ensures every child finds a loving and caring family. Prospective adoptive parents are referred to the Trust through an online system managed by the Central Adoption Resource Authority (CARA), New Delhi. The Adoption Committee, comprising a government official, follows a rigorous screening and evaluation process before placing a child with a family.

Purpose of the Role

The Assistant Program Manager is expected to ensure a smooth transition of children from Bal Asha’s care to family-based care through adoption. Execute all Pre & Post Adoption-related activities at Bal Asha Trust. The role includes interconnected responsibilities for children’s adoption processes and guiding prospective adoptive parents (PAPs).

Job Description

Responsibilities Related to Children’s Adoption:

- Maintain accurate records of children’s cases, ensuring regular updates in internal systems and government portals.
- Coordinate, Monitor and follow up with families after placement by Bal Asha to ensure the child’s well-being and successful integration and to update records on the central portal.
- Act as a liaison between Bal Asha Trust, Prospective Adoptive Parents and other stakeholders to facilitate the adoption process for children.
- Coordinate with Child Welfare Committees (CWCs), DWCD, DCPUs, and police stations to trace biological families or to complete the child’s legally free-for-adoption (LFA) process.
- Coordinate with stakeholders to obtain adoption orders, birth certificates and passports of legally Adopted children.
- Prepare child study reports (CSRs) and medical examination reports (MERS) in coordination with the medical team and upload them to the Central Adoption Portal.
- Liaise with CCI homes linked to Bal Asha or any such home supported by Bal Asha under any other programmes for processes like Legally free for Adoption, Child Study Reports (CSRs) and Medical Examination Reports (MERS)

Responsibilities Related to Prospective Adoptive Parents (PAPs):

- Counsel Prospective Adoptive Parents (PAP) about the Pre & Post adoption process, documentation, procedures, and their roles in building a family through adoption.
- Conduct home visits and prepare detailed Home Study Reports (HSRs). Maintain detailed records and progress updates on PAP cases in internal systems and the central portal.

- Organize meetings with PAPs, finalize minutes, and circulate them for approvals.
- Participate in coordination meetings with other team members for case discussions and speedy rehabilitation of the children.
- Support the development of adoption-related programs that address children's needs.
- Arrange workshops, events, Support groups and peer learning opportunities for adoptive families for PAPs and other stakeholders to prepare them for adoption.

Responsibilities Related to Program Administration and Stakeholder Engagement:

- Build strong relationships with internal teams as well as external stakeholders, including government agencies, and legal professionals.
- Prepare quarterly and annual program plans, including budgets.
- Assist the Head of Programs in evaluating and enhancing the Adoption programme.
- Present the adoption process and success stories to diverse audiences to create awareness on Adoption.
- Write and share periodic updates, reports, and testimonials with the communications team.
- Any other tasks or responsibilities assigned by the management.

Educational Qualification:

- Master of Social Work or Bachelor's Degree in Social Work

Experience:

- Minimum 2-3 years of relevant experience.
- Prior experience of counseling or working with Child Care Institutions (CCI) or Specialized Adoption Agencies (SAA) will be of added advantage.
- Demonstrated ability to work under pressure and meet deadlines with minimal supervision.
- Willingness to travel independently within the Mumbai Metropolitan Region (MMR).

Personal Skills:

- Fluent in English (mandatory) both written and verbal. Basic Marathi/Hindi is desirable.
- Strong communication, observation, and listening skills to build rapport with beneficiaries.
- Good in Microsoft Word, Excel, and PowerPoint, with strong overall computer skills.
- Empathetic toward the emotions of beneficiaries. Ability to approach sensitive topics with compassion and confidentiality.
- Excellent leadership and team management abilities; works well independently and as part of a team.
- Ability to manage collaborations and partnerships effectively.
- High attention to detail and diligence in all tasks.
- Understanding of work ethics and organizational values.

Perks and Benefits

- Compensation: CTC based on qualifications and experience / Medical Insurance / Paid Leaves post probation period. (CTC Not a constraint for the right candidate)
- Hours: Monday to Saturday (10:00 am – 6:30 pm)
- Employment: Renewable Contract / Full Time

Contact us:

Interested candidates are requested to send their resume to sunil@balashatrust.org along with mandatory details.

For more details on the work being done by Bal Asha Trust, please visit www.balashatrust.org