Resident Hostel Warden

The Blind Relief Association (BRA), Delhi is a premier NGO serving in the field of education, vocational training and rehabilitation services to the visually impaired. The Association runs a school for the blind, teacher training college, a variety of vocation training programmes and services like hostel for nearly 300 visually challenged children and adults.

**Position:** Resident Hostel Warden  
**Job Location:** Delhi

We are looking for a competent Resident Warden for our Boys’ Hostel running daily administrative operations of the hostel providing comprehensive boarding and lodging services to the visually impaired children and adults of the Association.

Only single boarding and lodging will be provided (not for family).

**Requirements:**
- Graduate preferably with a degree or diploma in the field of disability, in particular, visual impairment  
- Proven experience as an Hostel Warden 
- Thorough understanding of hostel management procedures and functioning a large mess facility  
- Excellent organizational and time management skills 
- Excellent written and verbal communication skills  
- Proficiency in MS Office, Internet and e-mails  
- Passion to work in the social sector, especially among visually challenged students  
- Knowledge of store management and basic accounting

**Responsibilities**
- Serve as administrator, supervisor and community-builder.  
- The Wardens shall be responsible for the health, hygiene and general welfare of the students residing in the hostel and shall attend to all matters of health, sickness, diet, sanitation and cleanliness.  
- The Warden shall ensure that the students concerned observe the rules framed for their guidance and maintenance of decorum. He shall promptly take appropriate action within his/her power on all cases of misbehaviour, indiscipline, and sickness of the residents  
- Ability to listen to and establish a rapport with students, and provide parental care to younger children.  
- Liaison with administration and other relevant support/services departments to respond to incidents/emergencies and fulfil other responsibilities assigned such as ensuring adequate security, sanitation and other essentials for the residents.  
- To ensure security of the students by coordinating with the security in-charge and guards.  
- He is expected to go beyond the call of duty and extend work hours in cases of emergency and if any need arises and be available ‘on call-duty’ whenever required, which provides emergency cover at all times.  
- To supervise for the smooth running of the facilities provided and to plan for upgradation and maintenance of these facilities and periodically verify the furniture and fittings with the assistance of the team operations and take action for their repairs/replacement.  
- The Wardens has to be available in the hostel office every day at specified hours.
- Complete necessary administrative tasks such as report writing, surveys, filing incidents, documentation and record keeping

**Application Instructions:**
Please submit your application, complete with a CV along with two references to the Deputy Executive Secretary (Administration), The Blind Relief Association, Delhi at careers@blindrelief.org

**Last Date: 29 February 2020**