

Job Description

Female Warden (Women's Hostel)

Organization

The Blind Relief Association (BRA), Delhi is a premier non-governmental organization dedicated to the education, vocational training, and rehabilitation of persons with visual impairment. The Association operates a Senior Secondary School for the Blind, a Teacher Training College, various computer & vocational training programmes, and residential hostel facilities catering to nearly 350 visually impaired children and adults.

Position: Female Warden – Women's Hostel

About the Role

The Blind Relief Association is seeking a compassionate, disciplined, and responsible **Female Warden** to manage the day-to-day operations of the Women's Hostel. The Warden will be responsible for ensuring the safety, security, discipline, health, hygiene, and overall well-being of the visually impaired women students residing in the hostel. She will work closely with the administration, caregivers, security personnel, medical staff, and other support departments to provide a safe, caring, and nurturing residential environment.

Educational Qualification

- Degree or Diploma from a recognized institution in any discipline.

Experience

- Minimum 3 years of relevant experience as a Hostel Warden, Residential Care Supervisor, or in hostel administration at an educational institution, NGO, residential school, or similar organization.
- Experience in managing hostel operations for children or persons with disabilities will be an added advantage.

Salary

As per Association's rules and qualifications and experience of the candidate.

Working Hours: 8 hrs

Key Roles & Responsibilities

1. Hostel Administration

- Manage the overall administration and smooth functioning of the Women's Hostel.
- Maintain a safe, disciplined, inclusive, and supportive residential environment.
- Ensure proper implementation of hostel rules, regulations, and institutional policies.
- Supervise daily hostel operations and maintain high standards of discipline and decorum.

2. Student Welfare & Care

- Be responsible for the health, hygiene, safety, and overall welfare of all hostel residents.
- Attend to matters relating to illness, medical emergencies, sanitation, nutrition, cleanliness, and personal well-being of students.
- Provide emotional support, counselling, guidance, and mentorship to students whenever required.
- Build trust and maintain a positive rapport with students while addressing their concerns sensitively and confidentially.
- Act as a responsible guardian for students residing in the hostel.

3. Safety & Security

- Ensure the safety and security of all hostel residents at all times.
- Coordinate with the Security In-charge and security personnel regarding access control, visitor management, emergency situations, and security arrangements.
- Ensure compliance with fire safety measures, disaster management protocols, and emergency evacuation procedures.
- Conduct periodic awareness sessions for students regarding safety practices and emergency preparedness.
- Respond promptly and effectively to emergencies, accidents, or unforeseen situations by following the prescribed Standard Operating Procedures (SOPs).

4. Discipline & Student Conduct

- Ensure that all students adhere to hostel rules, discipline, and code of conduct.
- Counsel students on behavioural issues and initiate appropriate disciplinary measures, wherever necessary, within the framework of institutional policies.
- Report serious cases of misconduct or indiscipline to the management without delay.

5. Housekeeping & Maintenance

- Supervise the work of Hostel Attendants, Housekeeping Staff, and Safai Karamcharis.
- Ensure cleanliness, sanitation, hygiene, and proper housekeeping throughout the hostel premises.
- Monitor the maintenance of hostel infrastructure, furniture, fixtures, electrical fittings, and other facilities.
- Periodically inspect hostel rooms and common areas and coordinate repairs or replacements with the Administration and Maintenance Team.

6. Coordination & Communication

- Coordinate with school authorities, administration, medical personnel, kitchen staff, housekeeping, maintenance, and other support departments to ensure smooth hostel operations.
- Liaise with parents/guardians whenever necessary regarding the welfare of hostel residents.
- Participate in meetings and submit reports as required by the management.

7. Documentation & Record Management

- Maintain accurate hostel records including:
- Student, Trainees occupancy records
- Attendance and movement registers
- Visitor records
- Incident reports
- Inventory and stock registers
- Issue and receipt registers
- Prepare administrative reports, surveys, documentation, and other records as required.

8. Activities & Student Engagement

- Plan, organize, and supervise recreational, cultural, educational, and extracurricular activities for hostel residents.
- Encourage students to participate in activities that promote confidence, independence, and personal development.

9. Emergency & On-Call Responsibilities

- Be available on-call to handle emergencies occurring outside normal working hours.
- Extend working hours whenever required in the interest of student welfare and institutional needs.
- Take immediate and appropriate action during medical emergencies, accidents, fire, natural calamities, or any other crisis.

10. Other Responsibilities

- Safeguard hostel property and institutional assets.
- Ensure proper utilization and accountability of hostel resources.
- Perform any other duties assigned by the Management from time to time in the interest of the Association.

Essential Skills & Competencies

- Strong leadership and supervisory skills.
- Compassionate and student-centric approach.
- Good communication and interpersonal skills.
- Ability to handle emergencies calmly and efficiently.
- Good administrative, documentation, and organizational skills.
- High level of integrity, patience, and responsibility.
- Ability to work independently as well as in coordination with multidisciplinary teams.

How to Apply: Please submit your updated resume, a cover letter detailing your relevant experience, and a brief statement explaining your interest in working with the Blind Relief Association, Delhi at careers@blindrelief.org

Deadline: Applications close on **23 August 2026**