**Job Description**

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| **Designation:** | Assistant Supervisor |
| **Job Department:** | National Outreach Program (NOP) |
| **Years of Experience:** | 1-2 Years |
| **Qualification:** | 12th |
| **Job Location:** | Kolkata |

**ROLE DESCRIPTION:**

The Supervisor will supervise the day-to-day functioning of the HAH and all related activities.

**DEPARTMENT DESCRIPTION:**

Social services are a range of public services provided by an organization. These services aim to create more effective organizations, build stronger communities, and promote equity and opportunity. Social services include the benefits and facilities such as education, food subsidies, health care, job training and subsidized housing, medical facilities etc.

**COMPETENCIES/ SKILL SET:**

1. Basic computer knowledge like MS office and internet
2. Spoken and written English language
3. Good problem-solving skills.

**KEY RESULT AREAS:**

**DUTIES AND RESPONSIBILITIES:**

1. **Operational:**
2. Orient families to HAH policies and procedures
3. Complete documentation and provide assistance related to admission and discharge process with families
4. Distribute and collect back parent kits and deposits and manage other inventories
5. **Administrative:**
   1. Supervise day to day functioning of HAH including ration distribution, donations if any.
   2. Ensure cleanliness and hygiene at HAH and manage laundry service, sweeper and monitor other weekly tasks
   3. Undertake administrative responsibilities and maintain attendance registers and files and office cupboard
   4. Ensure and monitor conduct of families, discipline and security at HAH
   5. Assist in organizing and coordinating for all activities/ events for HAH
6. **Collection & Expenses:**
   1. Manage parent Helping fund and submit all collections & expenses report to Finance & RPM
7. **Housekeeping:**
   1. Pest control measures when required
   2. Responsible for cleaning of water tank twice in the month
8. **Reporting & Records:**
   1. Maintain daily and weekly reports of all activities
   2. Reporting to Chairman/Vice Chairman/Head-HR & Admin/Manager-Admin/RPM regarding any emergent situation, visit of a police official, fire, communal violence, death in the PPCP, no water for more than 12 hours

**Additional Duties:**

This job description in no way states or implies that these are the only duties to be performed. You will be expected to follow any other job-related instructions and to perform other job-related duties as requested by your supervisor.