

## **JOB Description: (PROGRAM OFFICER COUNSELLING - HEALTHY CITIES PROGRAM)**



### **Malwani**

#### **ABOUT SNEHA**

A secular, Mumbai-based non-profit organisation, SNEHA believes that investing in women's health is essential to building viable urban communities. SNEHA targets four large public health areas: Maternal and Newborn Health, Child Health and Nutrition, Sexual and Reproductive Health and Prevention of Violence against Women and Children.

Our approach is two-pronged: it recognises that in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work at the community level to empower women and slum communities to be catalysts of change in their own right and collaborate with existing public health systems and health care providers to create sustainable improvements in urban health.

#### **ABOUT THE PROGRAM**

Healthy Cities Project intervention model address planned parenthood, maternal health and nutrition, sexual and reproductive health, child health and nutrition also the prevention of violence against women and children using an integrated life cycle approach that addresses critical first 1000 day period, the period from the start of a mothers pregnancy through her child's second birthday. The model encompasses thematic areas viz. maternal and new born health, child health and nutrition, family planning and prevention of violence against women and children. The intervention strategies include home visits by trained community organisers to identify health problems, monthly anthropometry of children to identify malnourished children, provide health information for a range of services, community awareness sessions, life skills education sessions for adolescents, counselling services and community based distribution of contraceptives, anaemia screening camps for pregnant and lactating mothers. The intervention model includes public health systems to improve referral linkages and to increase utilization of health care services provided by them. The project adopts this approach and works to create a collective vision and facilitates individuals, families, communities and health systems to realize that vision. The project aims to improve the health and nutritional status of married women and of children under six years of age in vulnerable communities of Malvani.

#### **THE ROLE AND RESPONSIBILITIES**

The Program officer in counseling will be responsible for undertaking activities to prevention of Violence against Women & Children in the community in reference to components of HCP program

- 1) Crisis Counseling
- 2) Strategizing with the woman and preparing her for the intervention through counseling ( Pre-litigation counseling, facilitative counseling)
- 3) Counseling with the violated women, the abuser and their families( Conducting individual and joint meeting)
- 4) Facilitating crisis intervention process with police, legal, health, Government and non-Government institutions
- 5) Paying Home visit for social investigation
- 6) Networking with other service providing agencies in the interest of the violated women and making appropriate referral (Police, legal, health and NGOs)
- 7) Assisting in organizing and planning events for counseling center including therapy sessions, couple events
- 8) Administrative responsibility of maintaining case records, registers, writing referral letters, writing minutes etc.
- 9) Networking with different stakeholders to ensure development of the counseling center
- 10) Preparing case studies for the purpose of acquiring health and educational aid for client
- 11) Preparing BCC material
- 12) Ensure adherence to SNEHA values, policies and guidelines
- 13) Any other work that may be assigned to achieve program and organizational goals.

## MANAGEMENT & REPORTING

- Reports to Program coordinator
- Manage data capture, storage, analysis and reports.
- Citizenship
- Contribute to the organizational culture and work of SNEHA to an appropriate degree for someone at Consultant level.
- Participate in the SNEHA activities.

## PERSON SPECIFICATION REQUIREMENTS

### Essential

- Excellent counselling and negotiation skills
- Excellent skills of interpersonal communication, presentation skills, writing in English.
- Experience in documentation, quantitative and qualitative data collation and interpretation
- Experience of working with legal department and child welfare committee
- Education to at least Masters level
- Ability to maintain role boundaries
- Interest in child health and nutrition
- Fluency in English, Hindi and Marathi.
- Self-starting and self-monitoring abilities.
- Flexibility in time management.
- Willingness to travel within Mumbai, Maharashtra and India.

### Desirable

- Familiarity with government systems, ministries, departments and informal settlements in Mumbai
- Experience in community mobilization.
- Negotiation skills.

## APPLICATIONS

Interested candidates can send their CVs via email to [recruitment@snehamumbai.org](mailto:recruitment@snehamumbai.org) with Subject line: **Program Officer in counseling-HCP**