

## **JOB DESCRIPTION**



**OPENING FOR: COMMUNITY ORGANIZER (CONSULTANT)-FULL TIME**

**NAME OF THE PROGRAM: SNEHA CENTER**

**ROLE REPORTS TO: PROGRAM OFFICER**

**LOCATION: JANTA NAGAR, MANKHURD**

### **ABOUT THE PROGRAM**

We work on the health and nutrition of women and children in the most vulnerable slums of Mumbai. We address health care from two directions. On the demand side, by attempting to create informed users of health services who will expect higher quality; and on the supply side, by working with public sector health providers (the Municipal Corporation of Greater Mumbai and the ICDS) to improve the quality of health services.

The goal is to improve the nutritional status of married women at pre and post conception and delivery and of children under six years of age in vulnerable communities in Mumbai

### **PROJECT SITE**

The intervention is developed and incorporated within the existing SNEHA Centres network in Mumbai's most vulnerable slum areas of Govandi and Mankhurd.

### **PURPOSE OF THE ROLE**

1. Mobilizing stakeholders for the events
2. Monthly calendar of activities.
3. Mobilizing volunteers and conducting meetings
4. Home visits to assess family health, deliver appropriate information and preliminary counselling and support to access appropriate services.
5. Formation and strengthening of community groups and their regular meetings, organizing community campaigns and liaison with service providers; referrals for individuals and families who need help with nutrition, illness and violence.
6. Mobilizing community participation for all the activities, services in the community.
7. Updating comm care data.
8. Maintaining all 500-household information in registers or comcare.
7. Identifying all deaths of women and children and supporting verbal autopsies.
9. Periodic review of work and strategies.

### **DUTIES & RESPONSIBILITIES**

1. Daily home visit to beneficiary –individual/group
2. Periodic anthropometry
3. Monthly menstrual surveillance
4. Weekly group meetings
5. Monthly community events
6. Referrals
7. Participate in team discussion about program implementation
8. Daily updating of comm care data.

Other tasks assigned by the program officers

### **MANAGEMENT & REPORTING**

1. Report daily to the Program Officer
2. Participate in bi monthly staff meetings, weekly centre level meetings, trainings etc.
3. Manage data capture, storage and reports.

### **EDUCATIONAL QUALIFICATION & EXPERIENCE REQUIRED FOR THIS POSITION**

1. Some work experience in social work
2. Preferably from the community in which they will work and with some exposure if not work experience.
3. Age, marriage-no bar; good communication and networking skills; documentation skills;
4. Experience in advocacy with a range of stakeholders for change in policy and practice
5. Education to at least 8<sup>th</sup> class Pass
6. Interest in child health and nutrition
7. Fluency in Hindi and Marathi.
8. Self-starting and self-monitoring abilities.
9. Flexibility in time management.
10. Willingness to travel within slum community
11. Handling mobile base applications (comm care for program)

### **PERSONAL ATTRIBUTES**

#### **DESIRABLE**

1. Familiarity with government systems, schemes
2. Experience in community mobilization.
3. Negotiation skills.

### **APPLICATIONS**

Interested candidates can send their CVs with cover letter by Date via email on [recruitment@snehamumbai.org](mailto:recruitment@snehamumbai.org) with the Subject line: **COMMUNITY ORGANIZER (CONSULTANT)- SNEHA CENTER**