

JOB DESCRIPTION



OPENING FOR: COUNSULTANT COUNSELLOR

NAME OF THE PROGRAM: SNEHA SHAKTI (SWATHYA SEVIKA)

ROLE REPORTS TO: PROGRAM COORDINATOR

JOB LOCATION: KURLA

DAYS and HOURS: 48 hours (3 days a week, 4 hours per day)

ABOUT THE PROGRAM

SNEHA's Holistic Lifecycle Approach:

To break the inter-generational cycle of poor health in urban slums, we adopt a lifecycle approach addressing the following areas:

- (1) Maternal and Newborn Health (MNH)
- (2) Child Health and Nutrition (CHN)
- (3) Sexual and Reproductive Health (SRH_EHSAS)
- (4) Prevention of Violence against Women and Children (PVWC)

With a concept of “Every woman is empowered” further brings the change in her family and ultimately it helps to bring the change in the community as a whole. With an aim to bringing marginalized girls and women in the mainstream, Swasthya Sevika initiative was started by SNEHA in 2004 with the objectives: a) To educate quality health care professional to support in urban health b) To empower marginalized girls and women between 18 to 35 years. They are mobilized from vulnerable communities of Mumbai. SNEHA's first center started in Santacruz in 2004. The second in August 2013 in Govandi. The centers are run in two batches morning (9 to 1.30) and afternoon (1 to 5.30). The program is run with the support of Tech Mahindra Foundation.

- The revised 8 months course model from July 2015 initiated of 4 months theory and 4 months internship. The course provides nursing care, medicine and gynecology & pediatrics with additional computer and English speaking skills help them to develop confidence, the personality and making the course more holistic in nature. Initiation of “**Fun and learn**” concept, innovative teaching methodologies are used to make the learning interesting and more easy to understand.
- The centers are run by a team which consists of a doctor, nurse, Center-assistant, Community Organizer and managed by a team of Program Coordinator, Program Officer and Chief Executive Officer with a support by consultant doctor and a volunteer counselor.
- The majority of the graduates are employed in private hospitals and nursing homes. Their lives have been changed as they make forays into a career and stand on their feet. We keep abreast

of current trends and practices of Nurse - aides through our network of doctors and nurses at hospitals and nursing homes.

- **Project activities includes:** mobilization, recruitment & enrolment, parents meet, faculty meet, guest lectures, grooming and motivational sessions, events, celebration of important days, exposure visit, graduation, job placement.

More than 40 batches have successfully completed and more than 600 Swasthya Sevika trained till date since inception and > 70% are continuing the profession. 92 are under training from the SNEHA Nurse Aide Centre at 2 locations Santacruz and Kurla. SNEHA believes in change through such role models and encourages and support to bring the change in the community.

THE ROLE

- Ongoing individual counseling to every student throughout the course
- Individual counseling to parents/relatives as per need
- Providing guidance and support to students, teachers and staff if required
- Supporting to prepare plan of action for students
- Follow up of cases
- Documentation of cases
- Maintaining case records
- Assistance in internship and job placement
- Assistance in program related documentation
- Conflict resolution or handling issues with students
- Participating in program and events
- Adhering to consultant policy
- Willingness to learn and change

RESPONSIBILITIES

- Working as per plan and cycle of batches
- Individual and group counseling
- Counseling or guidance to staff if required for project related work
- Updating all students counseling records
- Crosschecking attendance and performance with tutors and center-in-charge
- Willingness to take additional responsibilities if any
- Documentation and writing case stories
- Providing inputs on program related documents/activities
- Generating monthly reports
- Giving suggestions if any

MANAGERIAL (Leadership) competencies

REPORT WEEKLY TO THE PROGRAM COORDINATOR

Requirements: Skills and Experience

- Educational qualification: Master's Degree or higher in Counseling, clinical psychology
- At least 2-3 years of experience of working in the development sector with young women/adolescents
- Prior experience of working with adolescents or young women is preferred
- Capacity to counsel individual and group level to facilitate transformation and positive attitude
- Capacity to counsel family members
- Negotiation and convincing skills
- Documentation skills
- Ability to work in a team and to be transparent and objective in decision making
- Tracking performance of each student and communicating to PC
- Commitment of time as a consultant

PERSONAL ATTRIBUTES

Essential

- Experience in counselling skills
- Experience in networking for financial or other support for the students
- Skills of interpersonal communication, presentation and writing etc.
- Interest in working in social sector
- Willingness to update knowledge
- Ability to maintain role boundaries
- Fluency in English, Hindi and Marathi (if possible)
- Self-starting and self-monitoring abilities
- Flexibility in time management
- Willingness to give extra time if required

Desirable

- Familiar of informal settlements and vulnerable population in Mumbai
- Familiar to private health sector
- Ability to understand the need of student and project staff
- Ability to understand the cause that organization is working for
- Negotiation skills

APPLICATIONS

Interested applicants can send their updated CVs to: **recruitment@snehamumbai.org OR suchita.yadav@snehamumbai.org** with Subject line- **SNEHA-SWASTHYA SEVIKA-Consultant Counsellor**