

JOB DESCRIPTION



OPENING FOR: DOCUMENTATION COORDINATOR

NAME OF THE PROGRAM: CHILD HEALTH AND NUTRITION

ROLE REPORTS TO: PROGRAM COORDINATOR

LOCATION: DHARAVI & WADALA

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 –AAHAR

Sneha's Aahar program intervention has worked in partnership with the systems and communities. We now believe that we should gradually increase the responsibility of ICDS services to enable them to undertake critical activities relevant to child health and nutrition, with progressively reduced support from SNEHA community organizers and other levels of staff. This will involve considerable investment in capacity building of all cadres of ICDS staff by SNEHA's staff.

While we address issues on the supply side, we accept that we need to address the awareness and uptake of ICDS services by the community. To increase knowledge and bring about behavior change in the community, we have worked on educating mothers and care givers on different aspects of child health and nutrition, sanitation, hygiene and the services they are entitled to from ICDS and MCGM. We would now like to further build capacity of the community to expect, demand and negotiate availability and improved quality services from ICDS and on the other hand, to demonstrate their responsibility for the community mothers and young children. We will facilitate the community to act as the catalyst for sustained change.

SNEHA has focused its efforts in the Aahar program on reduction of malnutrition i.e on moderate and severe malnourished children through well supervised protocolized intervention. We would now like to increase the scope of our work to prevention of malnutrition by also focusing on normal children to prevent growth faltering and reduce children slipping into moderate and severe malnutrition.

DUTIES AND RESPONSIBILITIES:

Documentation:

- Training/BCC Material Development by designing and developing assessment tools, need base training materials, home visit module , volunteer/ CAG, couple activity module for CO. Explore, update and re-develop the existing BCC with assistance of PC's & APD. Inter team cross sharing and learning for BCC development. Prepare the Google sheet/annual training calendar for program. Design and develop KSP (Knowledge, Skill and Practice) quarterly exam pattern to understand capacity building needs of Cos and POs
- **Resource Mobilization** by identifying new resources for the training and enlist the details as per their expertise and availability. To promote leadership, training skills encourage resource within team.
- **Reports-** Preparation and design of various type of reports/documentation including audio visual such as Monthly reports, Quarterly reports, Annual Reports, Funding proposals. Research proposals, Profiles-organization/community, templates to be used for reports, data collection, presentation, letters for correspondence/ permissions, special field events /campaign, videography and photography albums.
- Complying and analyzing field reports, data and emerging into consolidated report or presentation for organizational, stakeholder and funder needs.
- Participation in strategic discussion meetings of program and assisting the senior management of the program in writing project proposals

EDUCATIONAL QUALIFICATION & EXPERIENCE REQUIRED FOR THIS ROLE:

- Educational qualification: Master's Degree (Social Work/Allied) or higher with exposure to work underprivileged communities
- At least 5-7 years' work experience in similar setting
- Experience in literature review for design training curricula's, assessment tools,
- Excellent skills of interpersonal communication, presentation skills, writing in English, analysis of
- complex documents
- Experience in documentation, quantitative and qualitative data collation and interpretation
- Ability to maintain role boundaries and exceed with innovations
- Interest in maternal and child health and nutrition
- Fluency in English, Hindi and Marathi.
- Self-starting, self-monitoring abilities and negotiation skills.
- Flexibility in time management.
- Willingness to travel within Mumbai.

PERSONAL ATTRIBUTES

- Achievement mindset and an eagerness to take initiative
- Effective Communication, personal and interpersonal skills
- Good Documentation and reporting skills
- Ability to manage change and diversity
- Walking the talk – dependability, consistency and reliability
- Sound values and work ethics

Desirable:

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

APPLICATIONS

Interested candidates can send their CVs via email to shikha.kotian@snehamumbai.org **OR** recruitment@snehamumbai.org with Subject line: **CHN-Documentation Coordinator**