JOB DESCRIPTION

OPENING FOR: PROGRAM OFFICER

NAME OF THE PROGRAM: SNEHA CENTER

ROLE REPORTS TO: PROGRAM COORDINATOR

LOCATION: JANTA NAGAR, MANKHURD

ABOUT THE PROGRAM
SNEHA Centre Program 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 Mankhurd- Govandi

PROJECT SITE
The intervention is developed and incorporated within the existing SNEHA Centres network in Mumbai’s most vulnerable slum areas of Janta Nagar & Indira Nagar (Mankhurd).

PURPOSE OF THE ROLE
The Program officer will be responsible for undertaking activities to work with the groups of community volunteers, CBOs (Community base organization), adolescent and to increase male participation in the community in reference to all components of SNEHA Centre program (child health and nutrition, maternal and newborn health, Adolescent health, family planning component and prevention of violence against women and children). S/he will be work with 10 community organizers and will be responsible for 5 community organizers.

1. Achieving of Program deliverables and key result areas on different components of child health and nutrition, maternal and new born health, Adolescent health, family planning and prevention of violence against women and children.

2. PO is expected to improve primary and secondary outcome indicators of the program.

3. Monitoring and supervision of community organizers to achieve monthly deliverables
4. Mobilization and formation of community action groups and volunteers to take ownership for community development
5. On-going training and capacity building of the team/ Community volunteers/ Adolescent
6. Mobilizing and generating awareness among men to sustain Men’s work of SNEHA Centre Program in the community.
7. Formation of men’s group in the community.
8. Creating a pool of community volunteers from men and youth who will become our advocates in the community to sustain our work at community level.
9. To guide community volunteers to lead collective actions in the community.
10. Responsible to carry out sessions with adolescents on thematic areas of gender, sex, sexuality, sexual and reproductive health and gender based violence and field level implementation.
11. Facilitating sessions with parents to create buy in and dissipate myths around services provided, especially anaemia and mental health screening/gynaec referrals for Reproductive Health issues
12. Any other activities assigned to fulfill programmatic outcomes and goals eg community events, any research data required from community for any program related research work.
13. Facilitate content delivery with older adolescents/Change Agents on topics of Civic engagement, leadership development
14. Organizing awareness campaigns on the issue of sanitation and hygiene, gender equality, violence against women and children, Family Planning, Adolescent issues
15. To coordinate with Health post, ICDS and police for convergence while conducting community Meetings and events.
16. To coordinate with local groups of youth, CBO’s and NGO’s to network to collaborate our activities jointly or independently.
17. Documenting all session, events, case stories, process of group formation and program related activities
18. Assisting PC in managing the administration and finance related compliance for the project
19. Develop a good rapport with the peers and supervisor.
20. Develop domain knowledge and contribute to development of behaviour change communication material

**DUTIES & RESPONSIBILITIES**

1. Coordinating with field teams for ensuring implementation of project activities
2. Planning, supervision and monitoring of field teams.
3. Coordination and Liaoning with ICDS, MCGM and stakeholders.
4. Documentation of project activities.
5. Administrative tasks

**MANAGEMENT & REPORTING**

- To take daily reports from community organisers
- Report weekly to the Program coordinator
• Manage data and ensure data entry by CO in comm care daily, utilization of Teamcare app for planning field visits
• Contribute to the organizational culture and work of SNEHA to an appropriate degree
• Participate in the SNEHA activities

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 8th class Pass
6. Interest in child health and nutrition
7. Fluency in Hindi and Marathi.
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 shikha.kotian@snehamumbai.org or recruitment@snehamumbai.org with the Subject line: SNEHA CENTER-PROGRAM OFFICER- JANTA NAGAR