



## **JOB DESCRIPTION**

**POSITION NAME: PROGRAM OFFICER-UNMC**

**PROGRAM NAME: MATERNAL & NEWBORN HEALTH (MHN)**

### **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 is 450+ person strong, innovative and progressive organization that works on health and nutrition in urban slum pockets with women and their families. SNEHA follows the life-cycle approach to health and nutrition, by intervening at critical junctures (adolescence, preconception, conception, pregnancy, postnatal, infancy and toddlerhood, family planning) to ensure improved health and nutritional outcomes for women and children living in some of Mumbai's most vulnerable and deprived slums and in the Mumbai Metropolitan Region (MMR) as well.

SNEHA recognises that, in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work with communities residing in informal settlements to empower women and 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. We have currently 11 programs running across SNEHA which are Maternal and Newborn Health (MNH), Child Health and Nutrition (CHN) - Aahar, Empowerment, Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC) (e) SNEHA Centre, SNEHA Shakti, Healthy Cities Project (HCP), Samagra, Palliative Care, Livelihood Generation, Central Operations, Research and IM.

### **ABOUT THE PROGRAM**

SNEHA's Maternal and Newborn Health program seeks to improve the quality of delivery of maternal and neonatal health care in urban slums by building an accountable healthcare system as well as to empower communities to be responsible for addressing women's and newborns' integrated health needs.

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 Bhiwandi.

### **THE PROFILE**

- Planning and implementing project activities in coordination with Program Coordinator (PC) and field team
- Building and sustaining effective rapport with different stakeholders including health facilities staff and community members.
- Planning large community mobilization events like campaigns with different creative ideas.
- Planning and organizing trainings of the health post staff of different cadres (Medical Officers, Community Health Volunteers/Link Workers).
- Assisting PCs in planning trainings of maternity home and peripheral hospital staff.
- Maintaining documentation related to all the activities and trainings
- Assisting PCs in collating data for periodic reports for funders, Municipal Corporation officials and for internal circulation.
- Assisting PCs in arranging regional referral meetings.
- Trouble shooting at the facility level and community level.
- Capacity building of the community organizers, Health committees and link workers.
- Planning and conducting regular meetings of the field staff.

- Conducting periodic ANC clinic observation and feedback meetings with Health Post staff, Link workers and beneficiaries to plan the strategies to improve the access to health post services.
- Supporting PC in establishing referral linkages between HP and Maternity Home.
- Maintaining and monitoring timesheets of field staff and ensuring monthly regular submission to HR& Administration.
- Any other role assigned by the program.
- These positions report to the Program Coordinator, and will be based in the Thane and MMRDA regions.

#### **JOB LOCATION: ULHASNAGAR MUNICIPAL CORPORATION (UMC)**

#### **DUTIES & RESPONSIBILITIES:**

- Coordinating with field teams for ensuring implementation of project activities.
- Planning, supervision and monitoring of field teams.
- Capacity building of team and other stakeholders.
- Coordination and Liaoning with HP, Corporation and stakeholders.
- Documentation of project activities.
- Implementation of protocolised meetings with stakeholders, events, activities as per budget.
- Administrative tasks

#### **MANAGEMENT & REPORTING**

- To take daily reports from community organisers.
- Report weekly to the Program coordinator.
- Managing pictures and documents of meetings, activities and events timely.
- Manage data and ensure data entry by CO in commcare application daily.
- Crosschecking of data collected from system and ensure data entry in commcare application.
- Contribute to the organizational culture and work of SNEHA to an appropriate degree.
- Participate in the SNEHA activities

#### **QUALIFICATIONS & EXPERIENCE**

- Education - Graduation (Full time course) - with minimum 4 years of relevant experience in community development with any of the two of the thematic area (maternal & child health, family planning and working with social welfare dept of govt.).
- Ability to maintain role boundaries.
- Interest in different themes like community development, maternal and new-born health, child health and nutrition and family planning.
- Fluency in English, Hindi and Marathi.
- Ability to handle system & community issues.

#### **SKILLS & COMPETENCIES**

- Excellent skills of interpersonal communication, presentation skills, writing in Hindi and English.
- Experience in training on maternal child health, government schemes and community development.
- Belief in working with Government departments.
- Experience in documentation, quantitative and qualitative data interpretation.
- Excellent MS office skills (Word, excel and power point).
- Ability to handle community issues.
- Self-starting and self-monitoring abilities.
- Flexibility in time management.
- Willingness to learn new schemes and skills.

- Willingness to travel within Mumbai, Maharashtra and India and willing to participate for exposure visits in other states of India.
- Familiarity with government systems, ministries, departments and informal settlements in Mumbai, Thane.
- Experience in community mobilization.
- Negotiation skills.

Applications to be sent via email to [sejal.kandalgaonkar@snehamumbai.org](mailto:sejal.kandalgaonkar@snehamumbai.org) with Subject line: "MNH || PROGRAM OFFICER || UMC"