

JOB DESCRIPTION: PROGRAM OFFICER, HEALTHY CITIES PROGRAM



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 -

Healthy cities program is running 2 separate intervention models in Malvani. Nurturing care model in Azmi nagar and Community engagement model in NCC (New collectors compound area).

The vacancy for the position of program officer is for the community engagement model.

The intervention model encourages community volunteers to engage to take action for maternal and child health in collaboration with system in informal urban settlements of PN ward of Mumbai. (Both collective and individual actions).

Objectives of the program is to -

1. To build capacity of volunteers to engage in awareness and to mobilize to improve uptake of maternal and child health services in community
2. Collaboration with systems for increased response for maternal and child health through community volunteers.

THE PROFILE: PROGRAM OFFICER

Program officer intervention will be a team of 4 Program Officers and will be supported by program coordinator.

JOB LOCATION: MALWANI, MALAD WEST

DUTIES & RESPONSIBILITIES:

1. Identification and profiling of volunteers and Champions
2. Responsible for developing and engaging 132 community volunteers for delivering effective MCH interventions in the community.
3. Undertake monthly volunteer and champions meetings
4. Collaborate with ICDS, MCGM, PDS, Religious leaders & WASH - Responsible for respective area -Monthly meeting and need base discussions, undertake networking meetings between all stakeholders

5. Volunteers session observation, Checking reporting formats and Need base home visits
6. Responsible for proper utilization of BCC materials, batch and other materials given to volunteers
7. Responsible for events and campaign

MANAGEMENT & REPORTING

- Report daily to the Program coordinator
- Manage data and ensure data entry in comm care daily
- Contribute to the organizational culture and work of SNEHA to an appropriate degree
- Participate in the SNEHA activities

QUALIFICATIONS & EXPERIENCE

- Excellent skills of interpersonal communication, presentation skills, writing in English
- Experience in documentation, quantitative and qualitative data interpretation
- Education - minimum Graduate or masters (Stream - Social work, public health, Sociology, community health and nutrition)
- Minimum 3 years of relevant experience
- Ability to maintain role boundaries
- Interest in different themes like child health and nutrition, family planning, prevention of violence against women and children and maternal and new born health
- Fluency in Hindi and Marathi.
- Self-starting and self-monitoring abilities
- Flexibility in time management.
- Willingness to travel within Mumbai

SKILLS & COMPETENCIES

- Familiarity with government systems, ministries, departments and informal settlements in Mumbai
- Experience in community mobilization.
- Negotiation skills and effective communication skills.

Applications to be sent via email to sejal.kandalgaonkar@snehamumbai.org with Subject line: "PROGRAM OFFICER || HEALTHY CITIES PROGRAM || MALAD"