

## JOB DESCRIPTION



**Job ID- SC|COC- SC|FT|PO-03|ID|21**

**OPENING FOR: PROGRAM OFFICER**

**NAME OF THE PROGRAM: CONTINUUM OF CARE – SNEHA CENTRE**

**ROLE REPORTS TO: PROGRAM COORDINATOR**

**JOB LOCATION: INDIRA 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.

### **THE PROFILE**

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.

- 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.
- PO is expected to improve primary and secondary outcome indicators of the program.
- Monitoring and supervision of community organizers to achieve monthly deliverables

- Mobilization and formation of community action groups and volunteers to take ownership for community development
- On-going training and capacity building of the team/ Community volunteers/ Adolescent
- Mobilizing and generating awareness among men to sustain Men's work of SNEHA Centre Program in the community.
- Formation of men's group in the community.
- 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.
- To guide community volunteers to lead collective actions in the community.
- 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.
- 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
- 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.
- Facilitate content delivery with older adolescents/Change Agents on topics of Civic engagement, leadership development
- Organizing awareness campaigns on the issue of sanitation and hygiene, gender equality, violence against women and children, Family Planning, Adolescent issues
- To coordinate with Health post, ICDS and police for convergence while conducting community Meetings and events.
- To coordinate with local groups of youth, CBO's and NGO's to network to collaborate our activities jointly or independently.
- Documenting all session, events, case stories, process of group formation and program related activities
- Assisting PC in managing the administration and finance related compliance for the project
- Develop a good rapport with the peers and supervisor.
- Develop domain knowledge and contribute to development of behaviour change communication material

**JOB LOCATION** – Mankhurd, Mandala, Indira Nagar

**DUTIES & RESPONSIBILITIES**

- Coordinating with field teams for ensuring implementation of project activities
- Planning, supervision and monitoring of field teams.
- Coordination and Liaoning with ICDS, MCGM and stakeholders.
- Documentation of project activities.
- 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

### **QUALIFICATION & EXPERIENCE**

- Education - Graduation (Full time course) - with minimum 4 years of relevant experience in any 2 of the thematic area (child health, maternal health, family planning and violence)
- Ability to maintain role boundaries
- Interest in different themes like child health and nutrition, family planning, prevention of Violence against women, Adolescent health and children and maternal and new-born health
- Fluency in English, Hindi and Marathi.
- Willingness to travel within Mumbai, Maharashtra and India.

### **SKILL & COMPETENCIES**

- Excellent skills of interpersonal communication, presentation skills, writing in English
- Experience in documentation, quantitative and qualitative data interpretation
- Excellent MS office skills (Word, excel and power point)
- Self-starting and self-monitoring abilities.
- Flexibility in time management.
- Familiarity with government systems, ministries, departments and informal settlements in Mumbai
- Experience in community mobilization.
- Negotiation skills
- Ability to handle community issues.

### **APPLICATIONS**

Applications to be sent via email [sejal.kandalgaonkar@snehamumbai.org](mailto:sejal.kandalgaonkar@snehamumbai.org) with Subject line: "Program Officer SC Mankhurd, Indira Nagar.

