

JOB DESCRIPTION: DOCUMENTATION COORDINATOR, COC -SNEHA CENTRE 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

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 mother's 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:

This position is responsible for planning, organizing, conducting, monitoring SNEHA Centre's and documentation activities:

JOB LOCATION: CHEMBUR

DUTIES & RESPONSIBILITIES:

1. BCC Material Development

- Designing and developing need based BBC material

- Designing and developing assessment tools, need base training material
- Home visit module, volunteer/CAG module, couple activity module for CO.
- Explore, update and re-develop the existing BCC with assistance of PCs & APD.
- Design activity wise / onsite supervision checklists for monitoring and supportive supervision for PC's and PO's.
- Inter team cross sharing and learning for BCC development.
- Design and develop need base concept notes, PPTS for different purposes

2. Resource Mobilization

- Identifying new resources for the documentation, presentation, data analysis, MS-Google products, open sources for documentation, video making, animation, developing BCC material etc.
- Mobilize human and technical resources for building documentation, presentation skill within SNEHA Centre team.
- Assess documentation skill needs of PO-PCs and conduct capacity building sessions for this forum- incl. advance xl, Power Point presentation, case story writing, monthly report writing etc.

3. Reports

- Preparation and design of various types of reports/documentation including audio visual e.g. Monthly reports, Quarterly Reports, Annual Reports, internal-external review meeting PPTs
- Supporting APD/PD for writing funding/ grant proposals, Research Proposals, concept notes, Profiles- organization/community/project, templates to be used for reports, data collection, letters for correspondence/permissions, special field events /campaign, videography and photography albums.
- Supporting APD/PD for board meeting, funders, external agency/stakeholders meeting presentations
- Documenting all session, events, case stories, process of group formation and program related activities. Compiling and analyzing field reports, data and emerging into a consolidated report
- Participating in strategic discussion meetings of program and assisting the senior management of the program in proposals, concept notes, research proposals
- Any other activities in-line with documentation assigned by Associate Program Director and Program Director to fulfill programmatic outcomes and goals e. g. community events, any research data required from community for any program related research work, designing frameworks/strategies, literature review etc.

MANAGEMENT & REPORTING

- Reports to Associate Program Director
- Manage data capture, storage, analysis and reports.
- Participate in the SNEHA activities.
- Work closely with Project Coordinator's for regular and need based reporting

QUALIFICATIONS & EXPERIENCE

- Educational qualification: Master's Degree in Social Work, Sociology, psychology, public health, research
- At least 3 years of experience of working in the development sector in community based projects
- Prior experience of documentation, reporting, process documentation
- Experience in quantitative and qualitative data collation and interpretation, report writing
- Experience developing BCC, IEC, ICT material for staff's, community beneficiary and public system stakeholder's
- Familiarity with government systems, ministries, departments and informal settlements in Mumbai

- Experience in community development projects.
- Interest in maternal and child health, nutrition, reproductive health, adolescent intervention, community development etc.
- Willingness to travel within Mumbai, Maharashtra and India as per project requirement

SKILLS & COMPETENCIES

- Contribute to the organizational culture and work of SNEHA to an appropriate degree.
- Excellent skills of interpersonal communication, presentation skills, analysis of complex documents
- Able to conversant and writing in English, Hindi and Marathi
- Excellent MS-office, photo, video making skill
- Self-starting, self-monitoring abilities and negotiation skills.
- A good team player, able to work in collaboration in diverse socio-cultural, religious setting
- Ability to maintain role boundaries and exceed with innovations
- Workload management
- Flexibility in time management
- Strategic thinking
- Critical thinking
- Decision making
- Accountability and ownership

Applications to be sent via email to damini.pandey@snehamumbai.org with Subject line: "Documentation Coordinator-Continuum of Care SNEHA Centre Program-"