

JOB DESCRIPTION: COMMUNITY ORGANIZER - DOCUMENTATION, HEALTHY CITIES PROGRAM

ABOUT SNEHA

A secular, Mumbai-based non-profit organization, 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 recognizes 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 New Born 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 Program (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 Community Organizer - Documentation 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 -

To build capacity of volunteers to engage in awareness and to mobilize to improve uptake of maternal and child health services in community

1. Collaboration with systems for increased response for maternal and child health through community volunteers.

THE PROFILE: Community Organizer - Documentation

JOB LOCATION: MALWANI, MALAD WEST

DUTIES & RESPONSIBILITIES:

1 Data Entry in Commcare

- Data collection and data entry of 420 community volunteers
- Update and enter profiling of new volunteers along with consents

2 Documentation

- Documentation of daily activities
- Support newly formed volunteers with format reporting
- Collect case stories, Pictures and document
- Document - process of interventions (In coordination with documentation coordinator)
- Support POs in documentation of events/campaign reports

3 Volunteers hand holding

- Cross checking of data entry into hard formats by volunteers and guide for errors
- Coordinate with volunteers and Program officer
- Actively participation in community events and campaigns
- Capacity building of Volunteers and Champions on documentation of activities

MANAGEMENT & REPORTING

- Report daily to the Program Coordinator
- Data entry in Commcare application
- Participate in bi monthly staff meetings, weekly center level meetings, trainings etc
- Contribute to the organizational culture and work of SNEHA to an appropriate degree
- Manage data capture, storage and reports.
- Participate in the SNEHA activities

QUALIFICATIONS & EXPERIENCE

- Education to at least 12th class pass and should be a female candidate.
- Interest in working with volunteers and groups
- Fluency in Hindi
- Some work experience in social work/field
- Self-starting and self-monitoring abilities
- Experience in community mobilization
- Preferably from the community in which they will work and with some exposure if not work experience
- Excellent skills of interpersonal communication
- Self-starting and self-monitoring abilities
- Flexibility in time management.

SKILLS & COMPETENCIES

- Good communication, counselling and networking skills; documentation skills
- Flexibility in time management.
- Willingness to travel within slum community
- Handling mobile base applications (Comcare for program)
- Familiarity with government systems, schemes
- Negotiation skills.

Applications to be sent via email to damini.pandey@snehamumbai.org with Subject line: "Documentation Community Organizer - Healthy Cities Program"