



JOB DESCRIPTION

POSITION NAME: TRAINING COORDINATOR

PROGRAM NAME: MATERNAL AND CHILD HEALTH - BUILDING BRIDGES, BHIWANDI

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 Child Health (MCH), Public System partnerships (PSP), Empowerment, Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC) (e) SNEHA Centre, SNEHA Shakti, Healthy Cities Project (HCP), Palliative Care, Livelihood Generation, Central Operations, Research and IM.

ABOUT THE PROGRAM: Maternal and Child Health (MCH) - Building Bridges, Bhiwandi Focused Community Intervention in 10,000 households in the three communities of Bhiwandi.

The Maternal and Child Health (MCH) program of SNEHA has been working in Bhiwandi since 2016; directly working with in 10,000 Households (HHs) and indirectly working with the public health systems of BNMC spanning 12 intervention areas across 3 Health Posts and one state run - Indira Gandhi Memorial Hospital.

The MCH program is committed to improve the health status of women and children in the most vulnerable urban slum areas. The program has been working with the most vulnerable communities to fill in imbalanced gaps in accessing health care services between population groups and promote health and well-being.

The programme reaches out to married women in the reproductive age (MWRA) between the age of 15 to 49 years, covering women in the antenatal and postnatal stages, couples for family planning counselling and children in the 0-6 years' age group for immunization, home based care of the low birth weight babies, nutrition, early and exclusive breast feeding and early identification and treatment for infectious disease. The MCH frontline workers conduct home visits to counsel pregnant women and mothers with infants, on antenatal and postnatal care, caring for new-borns and immunization for children. They also organise community awareness activities like street plays, exhibitions and mass campaigns on topics like breastfeeding, complementary feeds, immunization and importance of handwashing. They also support the public health system during immunization camps, surveys for COVID-19, training of volunteers and regular capacity building of government public health workers, sevikas of the Integrated Child Development Services (ICDS), Accredited Social Health Activists (ASHAs).

THE PROFILE

This position is responsible for planning, organizing, conducting, monitoring training activities & developing training modules along with documenting the trainings and processes for MCH program team as well as supporting the Program Coordinators, Program Officers and Community Organizers in planning the capacity building sessions for the public health care providers and other cadres across the intervention. The person will be housed in MCH program for the monitoring purposes, will also closely work with the Monitoring and Evaluation Team to facilitate pre and posts tests and obtain, document analysis of the same. He/She is expected to coordinate with program teams specifically with coordinators for regular updates and reporting purposes.

JOB LOCATION: BHIWANDI NIZAMPUR MUNICIPAL CORPORATION (BNMC)

DUTIES & RESPONSIBILITIES:

Capacity building of the Program team:

1. Capacity building of program team by identifying capacity building needs of the Program Coordinators (PC) Program Officers (PO), Community Organisers (CO), and other cadres and organizing training as per the needs
2. Prepare training calendar for the program
3. Design training curricula with assistance of Associate Program Director and Program Director.
4. Prepare pre-post evaluation and feedback tools considering the nature of training.
5. Preparing training budget and monitor the utilization of the budget
6. Collaborating with Learning and Development Manager SNEHA and program team for training needs
7. Conduct literature review for designing training sessions, develop concept notes to determine the training needs and ascertain the training needs of the team
8. Preparing training expenses vouchers and ensuring the approvals from respective manages/supervisors
9. Conduct mock sessions for program team on periodical basis
10. Observe actual field intervention, provide thematic and skill related feedback to intervention team
11. Conduct quarterly knowledge assessment/retention tests for program staffs
12. Prepare training reports.
13. Oversee the development and printing of BCC and IEC material for the training and also to be used for awareness generation by the field team.
14. Identification of suitable resource persons for conducting technical and clinical, behavioral/motivational training for team and stakeholders
15. Creating a data base of trainers on clinical, behavioural and skills based aspects.
16. Identification of innovative method of technology for designing effective training methods for each target groups.

Capacity building of stakeholders (as per protocols):

- Capacity building of program stakeholders by following training process including permission from stakeholders and related correspondence to succeed the capacity building initiatives.
- Prepare training reports

Capacity building of Community Action group : Mahila Aarogya Samiti (MAS), Health Committee (HC)

- Capacity building of program community volunteers by following training process including training need assessment with assistance with teams.
- Prepare training reports

Training module: use of print media, digital tools, social media etc

- Prepare small BCC material, training modules for staff, stakeholders and community volunteers, video clips, audio/visual content etc.

MANAGEMENT & REPORTING

- Reports to Associate Program Director
- Manage data capture, storage, analysis and reports.
- Contribute to the organizational culture and work of SNEHA to an appropriate degree
- Participate in the SNEHA activities.
- Expected to travel to Bhiwandi intervention areas almost on a daily basis for execution of the for execution of the training programs. training programs.

QUALIFICATIONS & EXPERIENCE

- Experience in literature review for design training curricula's, assessment tools, planning , organizing, and delivery of training programs
- Familiarity with government systems, ministries, departments and informal settlements.
- Excellent skills of interpersonal communication, presentation skills, writing in English, analysis of complex documents
- Education to at least post-graduation level with exposure to work underprivileged communities
- At least 3 years' experience in training and development sector
- Ability to maintain role boundaries and exceed with innovations
- Interest in maternal and child health, and thematic topics related to the health of mothers and children.
- Fluency in English, Hindi and Marathi.
- Self-starting, self-monitoring abilities and negotiation skills.
- Flexibility in time management.

SKILLS & COMPETENCIES

- Experience in community development, sound approach to understanding the community where the intervention is underway.
- Experience of working with system and community
- Negotiation skills
- Innovative
- Team management and coordination
- Patience and collaboration
- Effective Communication, personal and interpersonal skills
- Ability to manage change and diversity
- Enthusiasm for community engagement
- Sound values and work ethics

Applications to be sent via email to ijp@snehamumbai.org with Subject line: "TRAINING COORDINATOR"