



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 multiple programs running across SNEHA which are Maternal and Child Health (MCH), Empowerment Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC), Public Systems Partnership (PSP), SNEHA Shakti, Livelihood Program, Romila Palliative Care and various domains/departments under Central Operations, Research & Information Management.

"WHAT'S IN IT FOR ME" (WIIFM) - AT SNEHA

At SNEHA, our fundamental belief is that prioritizing people is key, demonstrating our strong dedication to nurturing a supportive and growth-driven atmosphere. We uphold an open-door policy that champions transparency and open dialogue. We actively invite employees to voice their ideas, feedback, and concerns, fostering a culture where innovation and teamwork can flourish.

ABOUT THE PROGRAM SNEHA Center:

The SNEHA Centre Program in the M/E ward has been in operation since 2012, with a long-term intervention to improve the health and nutrition status of women and children in selectively vulnerable pockets. From 2012 to 2022, the program had direct intervention in four vulnerable communities of the M/E ward, which later entered into indirect/hybrid intervention (2022-2024) by engaging the community volunteers in the community intervention. To achieve the sustainability of this maternal, and child health intervention (MCH), this program initiated its last phase of sustainability intervention, in April 2024 where the limited human resources work in collaboration with the Community Action Groups (CAGs) i. e. the community volunteers and BMC health, and ICDS system to strengthen and sustain the uptake of health, and nutrition services for women and children.

If you value excellence and are passionate about nurturing individuals, SNEHA is the perfect place for you!!







For detailed Information visit our website: www.snehamumbai.org and follow us on:

SNEHA - SOCIAL MEDIA HANDLES

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PROFILE SNAPSHOT

Designation: Consultant Community Organiser- Documentation

-  **Role:** This role involves Data collection and data entry of the assigned community volunteers; update and enter profiling of new volunteers along with consents
-  **Educational Requirement:** At least 12th class pass
-  **Experience:** 1-2 years' work experience in social sector
-  **Location:** MEast
-  **Reports to:** Program Officer
-  **Apply:** Applications are to be sent via email to ijp@snehamumbai.org with the Subject line: "Consultant Community Organiser- Documentation"

COMPREHENSIVE OVERVIEW OF THE POSITION

DUTIES & RESPONSIBILITIES:

1 VOLUNTEERS HAND HOLDING

- Visit the assigned community volunteers on a monthly basis
- Cross checking of data entered by volunteers into hard copy pictorial formats, and guide them for errors, identify miss-match against the denominators etc.
- In case volunteers unable to write the data points, discuss their work for the reporting month and fill the pictorial reporting format
- Pictorial format to scan & upload in Whatsapp Chabot, and CommCare, or Excel provided by M & E team
- Coordination among volunteers and Community organizer/ Program officer for any discrepancy in data received from a particular volunteer, or need refresh session etc.
- Actively participation in community events and campaigns organized by the program
- Capacity building of Volunteers and Champions on documentation of activities

2 DATA ENTRY IN COMM CARE

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

3 DOCUMENTATION

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

MANAGEMENT & REPORTING

- Report daily to the Program Officer
- Data entry in CommCare application. Pictorial format to scan & upload in WhatsApp Chatbot, and CommCare, or Excel provided by M & E team
- 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- preferably a female candidate.
- Interest in working with community volunteers and groups
- Fluency in Hindi, understanding of Marathi will also be helpful
- 1-2 years' work experience in social sector
- Experience in community mobilization, community development
- From the community in which they will work, with some exposure if do not have any work experience

SKILLS & COMPETENCIES

- Good communication, counseling and networking skills; documentation skills
- Self-starting and self-monitoring abilities
- Excellent skills of interpersonal communication skill
- Flexibility in time management.
- Willingness to travel within slum community
- Handling mobile base applications (Commcare for program)
- Familiarity with government systems, schemes
- Negotiation skills.

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"Come and be a catalyst for innovation and positive change—apply today to shape the future with us!"