

JOB DESCRIPTION: Program Coordinator _EHSAS



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 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 healthcare providers to create sustainable improvements in urban health. We have different programs running across SNEHA. Empowerment Health and Sexuality of Adolescents (EHSAS) is one such program focusing on adolescent health and well-being.

ABOUT THE PROGRAM

Our vision of the EHSAS Program is to enable the health and wellbeing of adolescents and youth, and transform them into healthy, gender-sensitive and responsible citizens. The program's focus is on: 1. Health, 2. Gender equality, 3. Sexuality, 4. Prevention of violence against women and children, 5. Participation

THE PROFILE

The role of Programme Co-ordinator is necessary will oversee the primary prevention and comprehensive service-delivery component of the project. The person will be responsible for coordinating and implementation of activities between adolescents, system and community for ensuring physical and mental wellbeing of adolescents.

JOB LOCATION

DHARAVI

DUTIES & RESPONSIBILITIES:

- Lead and Be responsible for overall adolescent intervention
- Prepare gantt chart for adolescent intervention and implement activity plan
- To build the capacity of staff and youth facilitators to deliver quality intervention
- To co-ordinate with Training Co-ordinator for developing modules for group education with adolescents and parents
- To Co-ordinate with team for conducting capacity building workshops with Non-Specialist workers for mental health
- To conduct weekly team meetings to plan intervention, assess data with every team member and work on gaps on a systematic basis
- To build the capacity of ICDS and health post staff on building adolescent competent work force

- The Coordinator oversees finance, human resources, and administrative functions, including, preparing a monthly activity plan and budget, manage project budget(s) and maintain accounts to ensure that voucher submission and accounting timelines are met by team members
- Ensuring personal development of staff members and their capacity building for their roles
- Supervise the team: mentor and conduct appraisals of team members
- Ensure process documentation on a monthly, quarterly, half yearly and annual basis for internal and external consumption

MANAGEMENT & REPORTING

- Report daily to the Associate Program Director EHSAS.
- Manage data capturing, monitoring, storage, analysis and reports
- Contribute to the organizational culture and work of SNEHA to an appropriate degree

QUALIFICATIONS & EXPERIENCE

Qualification: M A in Social Work, Social Sciences, interdisciplinary subjects
3 to 4 years of experience
Ability to build capacity on adolescent issues.

SKILLS & COMPETENCIES

- Ability to lead and carry out adolescent intervention
- Ability to connect with youth and adolescents and having passion to work on the issues related to their health and wellbeing
- Excellent skills of interpersonal communication, presentation skills, writing in English, analysis of complex documents
- Interest in adolescent health issues
- Fluency in English, Hindi and Marathi
- Self-starting and self-monitoring abilities
- Flexibility in time management
- Willingness to travel within Mumbai
- Understanding of the policies related to adolescent health and mental health in particular in government programs
- Negotiation skills.

Applications to be sent via email to niyati.jethwa@snehamumbai.org with the Subject line: **“Program Coordinator EHSAS”**