

Position: Training Coordinator

Program Name: Public System Partnership program

Location: Thane

Duration: Jan 2024 to March 2025

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 a 450+ person strong, innovative and progressive organisation 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: Public System Partnership – Building Bridges

SNEHA's Public System Partnership Program works in partnership with Public healthcare system and vulnerable communities towards strengthening primary healthcare, establishing maternity referral linkages and empowering Mahila Arogya Samiti groups across seven Municipal Corporations and three councils of Mumbai Metropolitan Region to ensure better outcomes for pregnant mothers and newborns. The main purpose is to impact Maternal and Child health indicators in urban slums.

Training coordinator profile: The training coordinator will report directly to the Associate Program Director of the Public System Partnership program. He/She will have to closely work with the team members of the program in collaboration. He/She will have to coordinate with the Program Coordinators and different levels of healthcare authorities for smooth execution of the training program. He/She will be responsible for contributing to the organisational value, culture and work of SNEHA to an appropriate degree.

A skilled individual who will also design the training curriculum, modules, and materials based on the specific needs of health care providers, ASHAs and program team and will have expertise in developing engaging and interactive training content in accordance with the modules of National Health Mission (NHM), Unicef, WHO etc.. The Training Coordinator is expected to have in-depth knowledge and expertise in various health-related subjects, community engagement, and capacity building so that he/she can lead the training sessions, deliver the content effectively, and engage participants in interactive learning activities.

Duties & Responsibilities:

Capacity building of program team:

- Identification of training needs for the various cadres of program team and preparing the annual training calendar accordingly
- Overall planning, coordination for scheduling the training and ensuring the implementation of the training as per the calendar.
- Observe actual field intervention, provide thematic and skill related feedback to intervention team and conduct mock sessions with the program team on periodical basis
- Ensure implementation of the mentoring processes and building capacity of the team to sustain primary care activities and to enhance ASHAs abilities to promote health-seeking behaviour within their respective communities with the support of Mahila Arogya Samiti
- Design and evaluate the knowledge assessment tools and feedback tools considering the nature of training and accordingly brainstorm on the designing of the training content in coordination with M&E.

Capacity building of health care providers and ASHA workers:

- Collaborate with the program Coordinators to ensure support for the capacity building of health care providers and Outreach workers of the corporations and councils
- Coordinating with the SNEHA team and healthcare authorities of the BMC to prepare the engaging training calendar for ASHA capacity building.
- Designing & collating the training materials and content in alignment with the modules and guidelines of the NHM for BMC ASHA's capacity building
- Coordinating with the ward officials of BMC for logistical arrangements required for the training.

- Periodical debrief and coordination with the Trainers group for planning and facilitation of effective training sessions or BMC ASHAs.

Reporting, Documentation and training analysis/evaluation

- Develop module on maternal and newborn health, mentoring and for the skilled based training
- Preparing the training reports as per the need of the SNEHA and public healthcare authorities of the Municipal Corporations.
- Budgeting and preparing training expenditure vouchers and ensuring the approvals from respective personnels.
- Oversee the designing and development of BCC, IEC materials and relevant collaterals required for the facilitation of the training sessions based on the needs of the ASHAs in municipal corporation.
- Responsible for the record and maintenance of the data related to the training and the outcome of the training assessment.

Essential Requirements: (Competencies, Qualification & Experience)

1. Experience in literature review for designing the training curriculums, assessment tools, planning, organizing, and delivery of training programs and have ability to maintain role boundaries and exceed with innovations. Excellent interpersonal communication skill, presentation skill, analysis of complex documents and data, self starter, negotiation skill.
2. Excellent coordination and collaboration skills and teamwork approach
3. Ability to develop innovative approaches, resourceful, multitasking and approachable
4. Master in Social Work, Public Health, Health Management and/or any related subject with sound and considerable academia from a recognized university.
5. Minimum 5 to 7 years of proven experience of designing and facilitating training sessions in the public healthcare domain.
6. Willing to travel across Mumbai & suburbs as per the requirement.
7. Good communication skills in Marathi and Hindi language. Command on English writing skills.
8. Experience of working with public health systems including ministries, municipal corporations and informal settlements will be the added advantage.
9. Interest in maternal and child health, nutrition, adolescet health and family planning.

Applications to be sent via email to nikita.parab@snehamumbai.org with Subject line: **“Training Coordinator - Public System Partenership Program”**.