

## **JOB DESCRIPTION: COMMUNITY ORGANIZER – DOCUMENTATION, HEALTHY CITIES PROJECT**

### **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 collector compound area).

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

**THE PROFILE:** Community Organizer – Documentation (Male Candidate)

**JOB LOCATION:** Malwani, Malad West

## **DUTIES & RESPONSIBILITIES:**

- Documentation of interventions carried out by 420 community volunteer
- Guidance and support to newly formed volunteers with format reporting
- Support program officers in documentation of events/campaign/workshops
- Identification and formation of 35 male community volunteers.
- Monthly meetings and development of male volunteers
- Ensure monthly corner meetings through male volunteers – 15 meetings/month.
- Ensure support of male volunteers for announcements through Masjids for immunization camps

**Generate awareness sessions outside religious places on maternal and child health information.**

## **MANAGEMENT & REPORTING**

- Report daily to the Program officer
- 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 (Should be from Malwan Area)**

- Education - at least 12th class pass
- Experience of working with community volunteers, Arogya Samities, dakshata samite or relevant ghat member
- Fluency in Hindi and Marathi
- Experience in community mobilization and engaging volunteers in community led interventions.
- Excellent skills of interpersonal communication
- Flexibility in time management.

## **SKILLS & COMPETENCIES**

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

**Applications to be sent via email to [nikita.parab@snehamumbai.org](mailto:nikita.parab@snehamumbai.org) with Subject line: “Documentation Community Organizer - Healthy Cities Program”**