

JOB DESCRIPTION: PROGRAM OFFICER, MCH AAHAR WADALA



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, Palliative Care and various domains/departments under Central Operations, Research & Information Management.

ABOUT THE PROGRAM

SNEHA's Aahar program intervention has worked in partnership with the systems and communities. The Aahar project is a hybrid intervention in Wadala aimed at creating a community-based health service delivery model for RMNCH (Reproductive, Maternal, Newborn, and Child Health) and TB. The key objectives are:

1. To set up an integrated health service model within the community.
2. To train community volunteers on RMNCH and TB topics.
3. To improve referral systems and services related to tuberculosis.

The project focuses on children aged 0-2 years, pregnant women, volunteers, and TB patients. Monitoring involves household and member registration and regular home visits following established protocols.

THE PROFILE

- This position is responsible for planning; organizing, conducting, monitoring Aahar program's Training activities

- The Program officer will be responsible for undertaking activities with the community organizer's, MCGM health post staff's, ICDS staff's, TB department staff, and groups of community volunteers for maternal and child health intervention.
- She/he will be responsible for achieving the program deliverables and key result areas on different components of maternal-child health and nutrition, family planning and service uptake for MCGM and ICDS services.
- She/he will be work with 4 community organizers directly.

The roles of program officer will be as follows:

- Ensure program goals are achieved in child health, nutrition, maternal and newborn care, family planning, and service uptake for MCGM and ICDS.
- Improve key outcome indicators for the program.
- Supervise community organizers to meet monthly targets.
- Mobilize and support volunteers for community engagement.
- Provide ongoing training and capacity building for the team.
- Plan and implement activities effectively.
- Prepare and manage event and center budgets.
- Coordinate with government bodies such as ICDS, MCGM, police, and BMC.
- Build and maintain strong relationships with peers and supervisors.
- Develop behavior change communication materials.
- Guide volunteers in leading community actions.
- Organize awareness campaigns on sanitation, family planning, and TB.
- Collaborate with local youth, community-based organizations (CBOs), and NGOs.
- Facilitate sessions with stakeholders on maternal and child health, government services, and community development issues.
- Assist with any additional activities like community events or gathering research data from the community.

JOB LOCATION

Wadala – Mumbai

DUTIES & RESPONSIBILITIES:

- Coordinating with field teams to ensure the implementation of project activities
- Planning, supervision, and monitoring of field teams.
- Capacity building of team and other stakeholders
- Coordination and Liasoning with ICDS, MCGM and stakeholders
- Documentation of project activities.
- Implementation of protocoled meetings with stakeholders, events, and activities as per Budget
- Administrative tasks

MANAGEMENT & REPORTING

- To take daily reports from community organizers
- Report weekly to the Program Coordinator
- Managing pictures and documents of meetings, activities, and events timely.
- Manage data and ensure data entry by CO in Commcare application daily.
- Crosschecking of data collected from the system and ensuring data entry in Commcare application.
- Contribute to the organizational culture and work of SNEHA to an appropriate degree
- Participate in the SNEHA activities

QUALIFICATIONS & EXPERIENCE

- Graduation (Full-time course) - with a minimum of 5 years of relevant experience in community development with any of the two of the thematic areas (child health, maternal health, family planning, and working with social welfare dept of govt.)
- Ability to maintain role boundaries
- Interest in different themes like community development, child health and nutrition, family planning, and maternal and newborn health
- Fluency in English, Hindi and Marathi.
- Ability to handle community issues

SKILLS & COMPETENCIES

- Strong communication, presentation, and writing skills in Hindi and English.
- Experience in training on maternal and child health, government schemes, and community development.
- Proficient in MS Office (Word, Excel, PowerPoint), documentation, and data interpretation (quantitative and qualitative).
- Skilled in community mobilization and resolving community issues.
- Self-motivated, with flexibility in time management and learning new skills.
- Comfortable working with government departments and familiar with their systems.
- Willingness to travel within Mumbai, Maharashtra, and India, including exposure visits to other states.
- Strong negotiation skills.

[Applications are to be sent via email to belinda.menezes@snehamumbai.org with the Subject line: "Program Officer MCH Wadala"](mailto:belinda.menezes@snehamumbai.org)