

## JOB DESCRIPTION: COMMUNITY ORGANIZER, Public System Partnership Program



### ABOUT SNEHA

SNEHA, a Mumbai-based non-profit with over 450 staff, focuses on improving health and nutrition in urban slums. Using a life-cycle approach, it addresses critical health and nutrition needs at key stages—from adolescence to family planning—aiming to enhance outcomes for women and children in vulnerable communities across Mumbai and the Mumbai Metropolitan Region.

It focuses on enhancing urban health by empowering both care seekers and providers. We work with informal settlement communities to drive change and partner with public health systems to ensure sustainable improvements. Our programs include Maternal and Child Health, Empowerment Health and Sexuality of Adolescents, Public System Partnership, Prevention of Violence against Women and Children, SNEHA Shakti, Palliative Care, and Livelihood Generation.

### ABOUT THE PROGRAM

The Public System Partnership Program partners with seven municipal corporations namely Mumbai, Thane, Kalyan- Dombivali, Mira- Bhayander, Vasai- Virar, Bhiwandi- Nizampur and Ulhasnagar covering Mumbai Metropolitan Region. The main purpose is to impact Maternal and Child health indicators in urban slums. Municipal Corporation of Greater Mumbai (MCGM) and SNEHA have partnered in initiating and sustaining a formal referral system for mothers and newborns and focusing on improving the status of maternal and neonatal health services. Along with the system strengthening component, community mobilization was also given high priority. With the purpose of improving community participation Community Health Committees were formed in the vulnerable locations and efforts were made to convert these group into MAS.

### “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.








**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](http://www.snehamumbai.org) and follow us on:

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	<a href="https://www.facebook.com/SnehaMumbai">https://www.facebook.com/SnehaMumbai</a>
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	<a href="https://www.linkedin.com/company/544355/">https://www.linkedin.com/company/544355/</a>
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## PROFILE SNAPSHOT

### Designation: Community Organizer

-  **Role:** The role involves conducting supportive supervision visits to health posts, mentoring ASHAs, and planning and implementing community health activities. It also includes active participation in meetings and trainings, data documentation, and coordination with UPHC staff to strengthen antenatal care and health behavior change efforts.
-  **Educational Requirement:** Minimum HSC degree.
-  **Experience:** 2 to 5 years
-  **Location:** Vasai-Virar
-  **Reports to:** Program Officer
-  **Apply:** Applications are to be sent via email to [recruitment@snehamumbai.org](mailto:recruitment@snehamumbai.org) with the Subject line: "Community Organizer"
-  **Date of publishing:** 18 Jun 2025

## COMPREHENSIVE OVERVIEW OF THE POSITION

### DUTIES AND RESPONSIBILITIES

#### 1. Supportive Supervision Visits to Health Posts

- Visit project areas and build rapport with UPHC staff and ASHAs
- Conduct supportive supervision visits to UPHCs to observe:
  - Antenatal care clinics
  - Health talks and exhibitions
  - Feedback meetings at health posts
- Observe antenatal care clinics during supervision visits
- Collect monthly data related to ANC clinics and related activities
- Conduct networking and follow-up meetings with UPHC staff as needed

#### 2. Mentoring of ASHAs

- Build rapport and conduct regular mentoring sessions with ASHAs
- Mentor ASHAs for their roles and responsibilities related to MAS
- Build ASHAs' capacity to manage complex health behavior change cases
- Support ASHAs in identifying leaders within the community and mobilizing them

#### 3. Planning and Implementation of Activities

- Plan and implement activities related to UPHC and community engagement
- Coordinate efforts between ASHAs and UPHC staff for community mobilization

#### 4. Meetings and Trainings

- Actively participate in weekly/monthly meetings and training sessions
  - Share insights, updates, and contribute during discussions
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#### 5. Documentation and Reporting

- Document field activities and supervision findings
  - Enter relevant data into the software (CommCare). Ensure error free data entry and submission.
  - Submit monthly case stories to the Project Officer within deadline
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#### 6. Other Responsibilities

- Carry out any additional tasks as assigned by the Community Project Coordinator or Project Officer

#### **BEHAVIOURAL COMPETENCIES**

- Experience working in the
- Ability to maintain role boundaries
- Interest in child health and nutrition
- Self-starting and self-monitoring abilities.
- Flexibility in time management.

#### **CRITICAL TRAITS**

- Fluency in Hindi and Marathi.
- Excellent skills of interpersonal communication, presentation skills.
- Familiarity with services provided by health facilities
- Experience in working with UPHCs/ASHAs/health posts and community.
- Negotiation skills.

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