

ABOUT SNEHA

SNEHA (Society for Nutrition, Education and Health Action) is a Mumbai-based non-profit organization dedicated to improving the health, nutrition, and safety of women and children living in vulnerable urban informal settlements. Our mission is to empower urban women and children through integrated health and nutrition programs, education, and advocacy.

We work through a dual approach—engaging both care seekers and care providers. At the community level, we empower women and families to become agents of change, while simultaneously collaborating with public health and safety systems to drive sustainable improvements in urban health outcomes.

SNEHA's key programs include:

Maternal and Child Health
Empowerment, Health and Sexuality of Adolescent
Prevention of Violence against Women and Children
Public System Partnership
Palliative Care
Livelihood Generation

Between 2016 and 2025, SNEHA directly reached over 620,555 women, children, and healthcare workers, and indirectly impacted a population of over 3.63 million across seven municipal corporations and three municipal councils in the Mumbai Metropolitan Region (MMR).

Today, SNEHA is a 500+ member organization with deep grassroots presence and a strong track record of reducing maternal and neonatal mortality, child malnutrition, adolescent anemia, and gender-based violence—key determinants of health equity for families and communities.

ABOUT THE PROGRAM




This project seeks to provide palliative care to all people, irrespective of caste, creed, religion and economic status, to allow them to live their life with minimum pain, with dignity and comfort, to the very end. It seeks to provide prevention of and relief from suffering to patients with life-limiting illness or experiencing intense pain through provision of medical support, counseling and other services.

“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 and follow us on:

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PROFILE SNAPSHOT

Designation: Nurse

-  **Role:** The Palliative Care OPD Nurse plays a dual role in providing compassionate nursing care and ensuring smooth coordination of OPD activities. The role involves clinical support, patient education, social support coordination, data entry, and administrative tasks to ensure that patients and caregivers receive holistic and seamless palliative care services.
-  **Educational Requirement:** GNM / B.Sc. Nursing with valid registration.
-  **Experience:** Minimum 1–2 years of experience in nursing (preferred).
-  **Location:** MMR
-  **Reports to:** Program Coordinator
-  **Apply:** Applications are to be sent via email to belinda.menezes@snehamumbai.org with the Subject line: “Nurse- OPD”

COMPREHENSIVE OVERVIEW OF THE POSITION

DUTIES & RESPONSIBILITIES:

1. Communication with patients and Caregivers

- Communicate effectively with patients and families.
- Welcome patients and caregivers warmly and provide information about palliative care services.
- Educate patients and caregivers on disease condition, medication use, and home care.
- Provide emotional support and coordinate with the multidisciplinary team (doctors, counsellors, social workers, physiotherapists, volunteers) for holistic care.

2. Documentation and Reporting

- Maintain accurate OPD records and patient registers.
- Enter and update patient data in **FRAPPE**.
- Maintain and update social support data regularly.
- Assist in preparing monthly reports

3. Coordination and Reception Duties

- Coordinate with the medical and social support teams for medicines, ration and equipment.
- Ensure availability and maintenance of medical and office inventory.
- Greet and guide patients and caregivers to appropriate services and team.
- Maintain smooth flow of OPD activities and coordinate with administrative staff.

4. Training and Awareness

- Participate in awareness sessions, training programs, and community outreach activities.
- Support in organizing and documenting capacity-building sessions for staff and volunteers.

5. Other Responsibilities

- Medicine inventory management, verify and stock updates.
- Maintain confidentiality and ethical standards in patient care.
- Participate in team meetings and case discussions.

BEHAVIOURAL COMPETENCIES

- Compassionate and patient-centred approach.
- Strong communication and interpersonal skills.
- Organized, responsible, and team-oriented.
- Basic computer proficiency (data entry, report preparation).
- Good writing and speaking skills in English

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