

FELLOWSHIP DESCRIPTION

Fellow – Community Health Program (CHP)

1. About Association for India's Development (AID)

Association for India's Development (AID) is a volunteer movement promoting sustainable, equitable, and just development in India. AID supports grassroots organizations and community-led initiatives across interconnected areas including health, education, agriculture, livelihoods, natural resources, women's empowerment, social justice, relief, and rehabilitation. Recognizing that social challenges are deeply interconnected, AID works through long-term partnerships with grassroots organizations, social workers, and community groups to address root causes, strengthen local capacities, and promote dignity, equity, and sustainable development. For more information, please visit [Home - AID](#).

2. About the Community Health Program (CHP)

The Community Health Program (CHP) is a grassroots initiative that reimagines healthcare as a right—not a privilege. Born in the aftermath of COVID-19, CHP partners with local organizations to bring essential health knowledge, basic clinical care, and system accountability to some of India's most underserved rural communities.

Why CHP?

Health is more than treatment—it is about dignity, access, and justice.

In many rural regions, reliable healthcare is either absent or deeply inadequate. Public systems are overstretched, primary facilities remain non-functional, and preventable conditions go unmanaged. CHP exists to bridge these gaps and also reduce irrational impoverishment because of a broken health system by strengthening communities from within.

Our Vision

CHP works towards:

Enhancing Health Literacy

- Sharing knowledge across rural and urban communities
- Enabling informed health decision-making
- Building community capacity to respond to emergencies

Ensuring Access to Healthcare

- Bridging rural healthcare gaps
- Collaborating with public systems to improve service delivery
- Supporting access to care, food, and dignity
- Promoting health as a fundamental right

Where We Work

CHP is currently active in 87 villages across Chhattisgarh, Odisha, Bihar, Uttar Pradesh, and Andhra Pradesh. Through its partner network, CHP collectively reaches over 40,000 people across tribal, forest-based, and geographically remote communities where healthcare access remains fragile and inequitable.

How We Work

The Community Health Program follows a community-centred, rights-based approach to strengthen rural healthcare systems. The program works through regular home visits,

community health activities, capacity building, health education, referrals, follow-up, surveys, engagement with public health facilities, and community rights awareness. A major focus area of CHP is comprehensive hypertension management, including regular blood pressure screening, early detection, follow-up, referral support, and adherence counselling. Front Line Health Personnel are trained through on-site workshops, monthly online sessions, and continuous field mentoring to equip them with practical skills to address local health needs effectively.

CHP also conducts community meetings, field surveys, health camps, rights-awareness activities, and works closely with government health services through referrals, vaccination drives, public health initiatives, and regular engagement with health facilities. Click [here](#) to understand CHP in detail.

3. Position Details

Position: Rural Community Health Fellowship

Program: Community Health Program (CHP)

Reports to: Program Lead

Location: Bihar and Uttar Pradesh **OR** Chhattisgarh and Odisha

Educational Qualification: Master of Public Health (MPH) or MBBS

Experience: Freshers or candidates with 1+ year of relevant experience are encouraged to apply

Stipend: ₹25,000 per month + Travel Allowances on actuals (to be discussed)

Language Requirements: Hindi is desirable (Knowledge of Chhattisgarhi and/or Odia will be an added advantage)

Field Engagement: Approximately 3–4 days of field visits per week

A **minimum commitment of 1 year** to the role is encouraged, given the field-based and community-oriented nature of the work.

4. Position Overview

The Fellow will work as part of the Community Health Program and will support field implementation, mentoring, training, monitoring, reporting, documentation, digital capacity building, and program coordination across partner organizations and communities.

The role involves close engagement with Frontline Health Personnel (FLHPs), Team Leads, partner organizations, communities, and the CHP program team. The Fellow will regularly participate in field visits, support the quality of community-level health services, provide mentoring and technical guidance, facilitate training and review meetings, strengthen reporting and monitoring systems, and support program planning and documentation.

The position requires regular travel to rural areas and the ability to work closely with grassroots teams and community-based health personnel.

5. Roles and Responsibilities

➤ Home Visits with FLHP and Team Leads

- Conduct field visits for 3–4 days in a week with FLHPs (Frontline Health Personnel) and Team Leads.
- Check the home visit registers thoroughly and ensure that they are filled properly by FLHPs.

- Observe household visits and provide support during the same.
 - Assess the quality of patient interaction and follow-up.
 - Identify gaps in service delivery and provide immediate guidance.
 - Monitor medicine usage, referral practices, and documentation during field visits.
 - Understand community challenges and provide practical solutions.
 - Provide clinical services as per the need and competence of the facilitator.
 - Arrange teleconsultation when required.
- **Individual Mentoring and On-site Training of FLHPs**
- Provide one-to-one mentoring during field visits.
 - Conduct revisions on correct techniques, e.g., BP measurement, first aid, wound care, fever management, referral, and counselling etc.
 - Strengthen clinical decision-making within the FLHP's scope.
 - Build confidence and encourage independent problem-solving.
- **Support Community Meetings**
- Participate in community health meetings.
 - Assist Team Leads and FLHPs in planning community discussions.
 - Elaborate on health topics to the community if there is a gap after delivery by Team Leads and FLHPs.
 - Encourage participation from women, elders, youth, and vulnerable groups.
 - Address myths and misconceptions regarding common illnesses, if necessary.
- **Monthly Training Meetings with FLHPs and Team Leads**
- Plan and conduct structured monthly capacity-building sessions.
 - Develop training materials, presentations, and practical demonstrations.
 - Review previous learning.
 - Conduct skill assessments and practical exercises.
 - If possible, document attendance and training outcomes.
- **Weekly Review Meetings with Team Leads**
- Review weekly activities completed by each Coordinator.
 - Discuss achievements, challenges, referrals, and follow-ups.
 - Monitor progress against planned targets.
 - Identify implementation bottlenecks and jointly develop solutions.
 - Provide technical guidance whenever needed.

➤ **Daily Coordination with Teams**

- Daily online or offline communication with Team Leads
- Reviewing and supporting online posts/ phone calls

➤ **Monthly Review Meetings with Team Leads**

- Analyze monthly performance indicators.
- Discuss trends in morbidity, referrals, BP screening, medicine use, and community activities.
- Evaluate data quality and reporting completeness.
- Document decisions and follow-up actions.

➤ **Development of Health Education Materials (Handouts/Parchas)**

- Design simple, culturally appropriate health education materials.
- Ensure language is easy for community and FLHP understanding.
- Coordinate translation into local languages when required.
- Update educational materials based on field experiences.

➤ **Proposal Development and Budget Support**

- Support preparation of program proposals.
- Support in preparing activity-wise budgets.
- Support in preparing annual reports.

➤ **Strengthening Team Leads' Technical and Digital Skills**

- Train Team Leads in using Excel, Word, Google Sheets, Kobo, and other digital reporting tools.
- Improve documentation and data management skills.
- Support creation of monitoring dashboards.
- Help them use technology effectively for reporting and communication.
- Help them use online meeting platforms.
- Encourage use of technology for planning and reporting.

➤ **Improving FLHPs' Technology Skills (Where Feasible)**

- Introduce FLHPs to smartphone-based reporting.
- Train them in Google Forms and KoboCollect or other such tools.
- Teach digital documentation where appropriate.
- Help them use digital technology effectively for reporting and communication.
- Help them use online meeting platforms.

- Build confidence in using technology for community health work.

➤ **Support in Understanding Reporting Systems**

- Help Team Leads and FLHPs understand weekly, monthly, workshop, and annual reporting formats.
- Explain the purpose of each reporting indicator.
- Ensure accurate and timely reporting.
- Review reports for completeness and consistency.
- Provide feedback to improve data quality.
- Standardize reporting practices across all program areas.

➤ **Support in Entitlement Work**

- Make online data-collection formats (e.g. Google Form, Excel sheet etc.).
- Monitor progress of household surveys and follow-up activities.

➤ **Weekly Meetings on Entitlement Work**

- Review weekly entitlement activities.
- Review weekly medicine stock maintenance.
- Monitor targets achieved and pending work.
- Discuss field challenges and possible solutions.
- Plan weekly priorities.
- Review documentation and reporting.

➤ **Monitoring, Documentation and MIS**

- Develop and maintain program monitoring systems.
- Design Excel-based dashboards and MIS tools.
- Track key health indicators and program performance.
- Analyze trends and generate reports for management.
- Ensure data accuracy through routine verification.
- Support evidence-based decision-making.

➤ **Program Planning and Coordination with Program Leads**

- Prepare monthly, quarterly, and annual implementation plans.
- Coordinate with program leadership regarding priorities.
- Ensure smooth execution of trainings, workshops, and field activities.
- Support cross-state implementation wherever required.
- Follow up on action points from review meetings.

➤ **Other Responsibilities**

- Undertake other responsibilities as required for the effective implementation of the Community Health Program.

7. Skills and Competencies

The candidate should have:

- Patience and ability to listen
- Good understanding of public health and community health approaches.
- Ability to work with Front Line Health Personnels and grassroots organizations.
- Good communication and interpersonal skills.
- Ability to facilitate training and community meetings.
- Ability to mentor and provide constructive feedback.
- Good documentation and report-writing skills.
- Working knowledge of Microsoft Office (Excel, Word etc.).
- Willingness to learn and use digital tools such as Google Sheets, Google Forms, Kobo, and KoboCollect etc.
- Ability to understand and work with program data and reporting systems.
- Problem-solving and field-level decision-making skills.
- Ability to work independently as well as collaboratively with the wider team.
- Willingness to travel regularly and work in rural communities.
- Commitment to community-centred, equitable, and rights-based healthcare.

8. Language Requirements

Working knowledge of **Hindi is desirable**, as much of the program's work is located in the middle belt of India.

Knowledge of **Chhattisgarhi and/or Odia** will be an added advantage, particularly for candidates working in the Chhattisgarh and Odisha program areas.

Knowledge of local languages and the ability to communicate effectively with rural communities will be valued.

9. Location and Travel

The position will be based in one of the following state combinations:

Bihar and Uttar Pradesh

OR

Chhattisgarh and Odisha

The role requires regular field travel, approximately **3–4 days per week**, including travel to rural communities and partner organizations. The Fellow may also be required to travel for trainings, workshops, review meetings, exposure visits, health camps, and other program activities.

10. Reporting and Coordination

The Fellow will work closely with:

- CHP Program Leads
- Partner organization Team Leads
- Frontline Health Personnel (FLHPs)
- Community members and local stakeholders
- Other members of the CHP and AID teams

11. Contact and Application

Interested candidates may share their updated CV and/or contact the Community Health Program team for further information.

Phone / WhatsApp: +91 89779 12184 (Kirti, Logistics and Operational Lead, AID)

Email: kmuley@outlook.com

Candidates are encouraged to mention their preferred program geography—**Bihar & Uttar Pradesh** or **Chhattisgarh & Odisha**—when applying.