

JOB RESPONSIBILITIES OF SUPERVISORS

mukhya Sevikas

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1. A supervisor will provide continuous on the job guidance to anganwadi workers to bridge the gap between training and job requirements.

2. She will visit each anganwadi atleast once a month, liaise with LHV for a joint visit to one anganwadi once a week, and make atleast one night halt every week in a village located at a distance of more than 5 KMs from her Circle Headquarters.

3. During her visit to anganwadi, she will perform the following tasks:

- i) Guide anganwadi workers in conducting household surveys, updating the survey data on a quarterly basis and preparing accurate lists of families and eligible beneficiaries;
- ii) Check the enlisting of beneficiaries from low economic strata and severely malnourished, particularly children those below 3 years of age;
- iii) Guide anganwadi workers in the assessment of correct ages of children, correct weighing of children and plotting their weights on the growth charts, especially in respect of severely malnourished;
- iv) Help the anganwadi workers in identifying "at risk" children and mothers and referring them to primary health centre of hospital;
- v) Check the weights by actual weighment of severely malnourished children and guide the anganwadi workers in their rehabilitation;
- vi) Guide the anganwadi workers in conducting pre-school activities by demonstrating techniques of story telling organising play, identification of shades and colours etc.;
- vii) Demonstrate to anganwadi workers effective methods of providing health and nutrition education to mothers and help them to the same;
- viii) Guide anganwadi workers in prevention and early detection of early childhood disabilities;

- ix) Visit homes of severely malnourished children and "at risk" mothers and guide anganwadi workers and mothers about proper care in such cases;
- x) Check the entries of deaths and births in the survey register and the immunisation register;
- xi) Check the records of anganwadi workers and guide them in proper maintenance of records;
- xii) Organise help in cases of those anganwadi workers who are not educated enough to fill in the registers and records;
- xiii) Check the arrangement for storage, preparation and distribution of food and stocks of supplies such as supplementary nutrition, medicines, material for pre-school education, registers and records etc. and report shortages to the CDPO.
- xiv) Help anganwadi workers in organising the strengthening Mahila Mandals which could support various activities of the anganwadis;
- xv) Keep in touch with village leaders and local institutions such as Mahila Mandals, Panchayats, Primary schools and youth clubs and involve them in the ICDS Programme;
- xvi) Find out the personal and work related problems of anganwadi workers, provide guidance to them to cope with these problems, and report gaps to CDPO;
- xvii) Ascertain the number of visits by ANM to the anganwadi during the period between the supervisor's previous visit and the current visit, and whether the ANMs visit was properly utilised by collecting children and mothers at the anganwadi for health check up, immunisation and health education by the ANM as well as by joint visits to the homes of those children and mothers who were too sick to come to the anganwadi;
- xviii) Check whether the weekly time table of activities at the anganwadi is being properly implemented; and
- xix) Ascertain the number of unimmunised children and report it to the CDPO.

4. The supervisors shall organise monthly meetings of anganwadi workers of her circle with the participation of concerned LHVs and ANMs. At this meeting, the work done in the previous month should be reviewed and the work for the ensuing month should be

planned, including preparation of weekly time-tables of activities at the anganwadi. One or two specific items should be selected for continuing education to anganwadi workers and ANMs at each monthly meeting (for example, growth monitoring, diarrhoea management, coping with any rampant diseases etc.)

5. The supervisor shall maintain a diary in the prescribed form in which she will keep a record of the work done by her during her visit to the anganwadi and maintain the statistics of the anganwadis in her area relating to population, number of pregnant and nursing mothers, number of beneficiaries of different services, number of severely malnourished children etc.

6. The supervisor will ensure timely submission of monthly progress reports by anganwadi workers to the CDPOs and also check the accuracy of these reports.

7. At the monthly meeting at project headquarters, the supervisor will assist the CDPO in the following matters:-

- i) Payment of honoraria to anganwadi workers and helpers in her circle;
- ii) Alternative arrangements in case of anganwadi workers and helpers who may go on leave in her circle;
- iii) Finalisation of the mutually convenient date for the monthly meeting in her circle in the following months;
- iv) Informing the meeting about any special event of problem or achievement in her circle; and
- v) The issue of materials from the project office to the anganwadi workers.

8. She will carry out such other tasks as may be entrusted to her by the CDPO.