

Surgery Program Assistant

Faith In Practice is an ecumenical, not-for-profit, medical mission organization. The mission of Faith In Practice is to improve the physical, spiritual, and economic conditions of the poor in Guatemala through short-term medical, surgical, and dental mission trips and related educational programs.

Faith In Practice is seeking an individual motivated by faith-based mission to support 2,000 volunteers and staff to provide medical care to more than 20,000 Guatemalans in need each year. The Surgery Program Assistant will be responsible for supporting the Faith In Practice Surgery Program at *Obras Sociales del Santo Hermano Pedro* Hospital by assisting with the execution of 16 surgical teams a year. The Assistants' primary responsibilities will be administration, logistical coordination, volunteer support and program support.

The position requires advanced technology and computer skills, excellent oral and written communication skills in both English and Spanish, high-level attention to detail and superior organizational skills. The ideal candidate would be a self-starter who enjoys working with volunteers, thrives in a fast-paced environment, is solution-driven and able to multi-task. The candidate must be willing to make a commitment January through June 2018.

Non-mission week's normal work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, in Faith In Practice's offices in Antigua, Guatemala, with one hour for lunch. Assigned mission week hours will be determined by the needs of the mission and will require weekend and evening work, and long days onsite at Faith in Practice's partner hospital Obras Sociales (OS) in Antigua, Guatemala.

Responsibilities:

- Surgery Team Support:
 - Work with Program Directors and Coordinators to implement the Surgery Program.
 - Collaborate with the Program Directors, Program Coordinators, Houston program staff and Guatemala staff to coordinate team logistics.
 - Support inventory management of equipment, instruments, supplies and medicines.
 - Develop positive relationships with the partner hospital and special clinics.
 - Support Team Leaders and hospital personnel by promoting Faith In Practice mission and guiding principles.

- Sample Day-by-day responsibilities for each team:
 - Team Arrival and Orientation (Friday or Saturday): facilitate customs process at airport and support Surgery Program Coordinator with administrative tasks at team orientation meeting.
 - Triage Clinic (Sunday): Manage the database station, help volunteers fulfill the requirements of triage data-entry and monitor the surgery schedule.
 - Surgery Days (M-Th): Train surgeons on how to fulfill the requirements of post-op

reports and other data entry. Be available to support during the day. Support Obras Surgery Coordinator with logistics, inventory and administrative tasks as needed.

- In addition to the aforementioned duties and responsibilities, the individual is expected to perform other duties as assigned by his/her supervisors.

Location: Antigua Guatemala, Sacatepéquez
Start date: January 2, 2018
Application deadline: September 8, 2017
Education requirements: University degree
Languages needed: English and Spanish
Level of language proficiency: Professional working proficiency in both English and Spanish
Employment type: Contract
Professional level: Assistant
Salary details: Commensurate with experience and in-line with market rates in Antigua
Job function: Assistant
Owner's areas of focus: Health and Medicine

How to apply

Please email your resume and letter explaining your interest in and qualifications for the position to:
Lesbia Andrade, Human Resources Manager landrade@faithinpractice.org