



Galindo hospital personnel.

- Network with stakeholders and nurture positive relationships to develop the Hilario Galindo Surgery Program and Faith In Practice special clinics and partnerships.
- In collaboration with management and the hospital, develop and implement specialties, clinics and programs.
- Seek partnerships that will improve the Hilario Galindo Surgery Program.

#### Program Implementation

- Plan and implement the Hilario Galindo Surgery Program, including coordination of surgical missions, special clinics and supervision of staff in the coordination of surgical missions.
- Support Hilario Galindo hospital personnel and Team Leaders in leadership, conducting orientations, promoting Faith In Practice mission and guiding principles and enforcing compliance with hospital and Faith In Practice policies and procedures.
- In collaboration with hospital staff and team leaders and surgeons, develop a schedule of surgical and clinic specialties that correspond to patient needs.
- Work with teams prior, during and after their surgical missions to keep them informed and answer their questions and concerns.
- In coordination with Houston and Guatemala Inventory staff and Hilario Galindo hospital staff, ensure that all medicines, supplies and equipment are ready for each surgical mission.
- Oversee the quality of patient care and manage special cases.
- Coordinate any mission follow up activities, including the collection of pathology results, infections and complications report, patient incident reports and volunteer incident reports.
- Compile and submit program statistics.
- Submit proposed annual cost budget in a timely fashion to management and manage throughout the fiscal year.
- Update team leadership and volunteer resources on an annual basis.
- Develop a session for the Guatemalan Volunteer Leadership Conference that supports Guatemalan Volunteers in understanding how to manage their way through the different hospital settings.
- Develop a risk assessment and management plan for the Hilario Galindo surgery program on an annual basis.
- Nurture positive relationships to support the Hilario Galindo Surgery Program, including IRTRA, the hospital catering business, community translators, non-Faith In Practice teams who operate at Hilario Galindo Hospital, etc.
- Collaborate with Houston program staff in mission preparation, season evaluations, and season planning; maintain the General Leadership Manual.
- Maintain the agreement and listing of equipment leased to the hospital.
- Support the Wheelchair Program Coordinator as needed with development and implementation of the Wheelchair Program at Hilario Galindo Hospital
- Maintain the Hilario Galindo Surgery Program Manual that details program policies and procedures in order to pass this information from one Program Director or Coordinator to the next.

#### **How to apply**

Please email your resume and a letter explaining your interest in and qualifications for the position to:  
Laura Shearer, Guatemala Country Director

#### **Location**

Antigua, Guatemala

#### **Start Date**

January 2018

**Application deadline**

30 November 2017

**Education requirements**

University Graduate

**Languages needed**

Spanish, English

**Level of language proficiency**

Highly advanced Spanish and English language skills

**Employment type**

Contract

**Professional level**

Professional

**Salary details**

Commensurate with experience and in line with market rates in Antigua.

**Job function**

Administration

**Owner's areas of focus:**

Health and Medicine