

## Coordinator, Surgery Program

Faith In Practice is seeking an individual with a heart for faith-based mission to support 2,000 volunteers and staff to provide life-changing medical care to more than 25,000 Guatemalans in need each year.

The Surgery Program Coordinator is responsible for coordinating and supporting the execution of 8+ annual surgical teams at the Hospital Hilario Galindo in Retalhuleu, as well as supporting the development of the Faith In Practice programs at Hilario Galindo and providing general support to the Faith In Practice Surgery Program.

The Surgery Program Coordinator will work under the direction of the Hilario Galindo Surgery Program Director to complete all that is required to execute a successful team, including team communication, logistics and inventory processes, patient recruitment and follow-up, statistics collection and partnership development. The ideal candidate will have prior experience with volunteer coordination.

Faith In Practice is seeking a detail-oriented individual who has strong communication skills, including the capability to manage challenging situations in both English and Spanish. He/she must be able to provide knowledge and leadership to the surgery teams in terms of orientation, troubleshooting, and helping to ensure a positive experience. He/she must also be able to pull statistics, write reports, think through challenges and make recommendations that will help enhance the program and measure impact.

The position requires advanced technology and database skills, excellent oral and written communication skills in Spanish and English, high-level attention to detail and good organizational skills. The ideal candidate would be a self-starter and team player with excellent bicultural skills who works well with a wide range of individuals, ranging from Guatemalan patients and health promoters to US volunteers and staff. The individual must thrive in a fast-paced environment, be solution-driven and be able to multi-task and prioritize appropriately.

The hours of this position will vary, depending on the needs of the surgical team in Guatemala at the time. Flexibility is essential. For the surgical teams, the Surgery Program Coordinator can expect travel, weekend and evening work, and long days. Non-mission week normal work hours are 8:30am to 5:30pm, Monday through Friday, in Faith In Practice's offices in Antigua.

This is a full-time contract position beginning immediately. The candidate must be willing to make a commitment for at least two years.

Responsibilities:

**a. Support the Surgery Program at Hilario Galindo**

- i. Work with the Program Director to implement the Surgery Program at Hilario Galindo, participating fully in the mission and promoting Faith In Practice's mission and guiding principles.
- ii. Participate in season evaluations, planning and preparation meetings with hospital staff and Faith In Practice staff.

- iii. Collaborate with the Program Director, Houston program staff, Guatemala staff, and multiple providers to coordinate the logistical and administrative aspects of mission preparation.
- iv. Support the Program Director with the organization, inventory and ordering of equipment, instruments, supplies and medicines.
- v. Participate in all surgery missions and manage data entry in the patient database; be available to support with any logistical or administrative issues.
- vi. Work with the Program Director to coordinate any mission follow up activities.
- vii. Work with the Program Director to collect program statistics.
- viii. Collaborate with the Program Director to do cost analyses and the collection and analysis of clinical surgical data (CPT & CDT coding, RVU's, etc.).
- ix. In collaboration with the Program Director, develop positive relationships with the Hospital Hilario Galindo and providers.
- x. Work with the Program Director to maintain the surgery program manual.
- xi. Support the Program Director with the collection of information and preparation of materials and presentations about the Surgery Program.

**b. Day-by-day responsibilities for each team:**

- i. Saturday (team arrival and orientation): Facilitate customs process at airport, travel with team to Retalhuleu, translate hospital tour and support Program Director with administrative tasks at team orientation meeting.
- ii. Sunday (triage clinic): Assist team in unpacking, manage the database station, help volunteers fulfill the requirements of triage data-entry and monitor the surgery schedule.
- iii. Monday (first day of surgery): Train surgeons on how to fulfill the requirements of post-op reports and other data entry. Be available to support during the day.
- iv. Wednesday-Thursday: Support mission team needs, with focus on administrative and logistical needs, help coordinate transportation and Celebration Dinner logistics, and support Program Director with administrative and ad-hoc tasks as needed.
- v. Friday (travel to Antigua): Support Program Director with check-out process, coordinate team transport, assist team in packing items, ensure all necessary paperwork and data entry for the hospital is complete, travel with the team to Antigua and assist the team with check-in at the Antigua hotel.

Location:	Antigua Guatemala, Sacatepéquez
Start date:	July 1, 2017
Application deadline:	June 23, 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 or Payroll
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

**How to apply**

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