

Surgery Program Coordinator

Faith In Practice is seeking an individual with a heart for faith-based mission and service, to support nearly 2,000 volunteers and staff to provide medical care to 20,000 Guatemalans in need each year. The Coordinator is responsible for implementing the Faith In Practice Surgery Program at Obras Sociales del Hermano Pedro Hospital in Antigua Guatemala, coordinating 18 weeklong surgical teams a year.

The Program Coordinator will be responsible for all that is required to execute a successful mission, including team communication, logistics and inventory processes, patient recruitment and follow-up, statistics collection and partnership development. The ideal candidate will have at least two years of experience in program coordination.

Faith In Practice is seeking an individual who is both strong in the field and also has an understanding of program administration. He/she must be able to provide strong leadership to the surgery teams in terms of orientation, troubleshooting, and helping to ensure a positive experience. He/she must also be able to compile statistics, write reports, think through challenges and make recommendations that will enhance the program and measure impact.

The position requires advanced technology and computer 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 both a self-starter and team player with excellent bicultural skills who works well with a wide range of individuals--from Guatemalan patients and health promoters to U.S. volunteers and staff. The individual must thrive in a fast-paced environment, be solution-driven and be able to multi-task.

This is a full-time contract position, commencing September 1st, 2018. 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 18 surgical teams during the 2018-2019 season, the Program Coordinator can expect weekend and evening work, and long days. Normal work hours during non-mission weeks are 8:30 a.m. to 5:30 p.m., Monday through Friday, in Faith In Practice's offices in Antigua.

Responsibilities:

a) Preseason Planning

- Build relationships with key individuals and providers.
- Lead annual revision of the Antigua Celebration Dinner list, including building relationships with restaurants, negotiating menus and contracts, etc.
- Ensure that kitchen equipment is inventoried and ready for season; procure needed supplies.
- Prepare season materials for triage day.
- Ensure that the dental clinic is prepared for the start of the season.
- In collaboration with the Inventory Department and Surgery Program Directors, prepare medicines, supplies and equipment for the season.

b) Mission Coordination

- Ensure effective communication between team and hospital medical, nursing and administrative staff and maintain positive relationships with hospital staff.

- Develop and maintain positive relationships with transportation and restaurant contacts.
- Promote Faith In Practice guidelines and mission.
- Work with the team leadership to facilitate team orientation and meetings.
- In collaboration with Surgery Program Director, troubleshoot team issues, needs and conflicts.
- Manage all logistical details of each team, including transportation, housing, meal reservations and customs documentation.
- Coordinate Triage Day.
- Work with the Surgery Program Director, Surgery Program Assistant and Team Leaders to ensure a smooth surgery week through management of patient follow-up, surgery schedule, clinic management, and inventory needs.
- Enter data on surgical records, non-surgical office visits, specialty clinic visits, patient referral information, medicine inventory, etc.

c) Postseason Evaluation/Special Projects

- Assist in the preparation of a postseason report and participate in season evaluation meetings.
- Support the Surgery Program Director with data integrity projects and analysis of procedure codes.
- Coordinate and facilitate medical and/or equipment donations as needed.
- Perform the annual revision of the Surgery Program Staff Manual.
- In collaboration with Team Cooks, lead the annual revision of the Team Cook Manual.
- Support the Surgery Director with preparations for the Houston Leadership Conference, including updates to Leadership Manuals.
- Support the Surgery Program Director with management of surgery program medication inventory throughout the year.
- Support Surgery Program Director with additional special projects as needed.

d) Surgery Program Team

- As a member of the surgical program team, participate in team meetings, discussions, and support the team throughout the season; seek to create efficiencies between the programs in inventory, communication, and processes.

Location:	Antigua Guatemala, Sacatepéquez
Start date:	September 1, 2018
Application deadline:	July 31, 2018
Education requirements:	University degree
Languages needed:	English and Spanish
Level of language proficiency:	Professional working proficiency in both English and Spanish
Employment type:	Payroll
Professional level:	Professional
Salary details:	Commensurate with experience and in-line with market rates in Antigua Guatemala
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 to: Lesbia Andrade, Human Resources Manager, landrade@faithinpractice.org