

Wheelchair Program Coordinator

Faith In Practice is seeking an individual with a heart for faith-based mission and service, and a specific interest in those with mobility challenges and physical disability, to execute the growing Wheelchair and Mobility Program.

The Wheelchair Program Coordinator will coordinate the Wheelchair Clinic during week-long village medical clinic missions in rural Guatemala and week-long surgical missions at Hospital Hilario Galindo in Retalhuleu and Obras Sociales del Hermano Pedro Hospital in Antigua Guatemala, as well as some one-off wheelchair teams that are not part of a surgery or village team. During non-mission weeks, the Wheelchair Program Coordinator will be responsible for all that is required to execute a successful program, including logistics and inventory processes, statistics collection and partnership development.

Faith In Practice is seeking an individual who is both strong in the field but also has an understanding of program administration. He/she must be able to provide strong leadership to the volunteer wheelchair teams in terms of training, troubleshooting, and helping to ensure a positive experience. He/she must also be able to compile statistics, 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 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 US 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 position, commencing September 1st, 2018. The hours of this position will vary, depending on the needs of the wheelchair team in Guatemala at the time; flexibility is essential. For the 2019 season, 16 week-long wheelchair teams are scheduled (more may occur as the program grows), during which the Wheelchair Program Coordinator can expect weekend and evening work, long days, and travel to rural villages in Guatemala. Non-mission week's normal work hours are 8.30am to 5.30pm, Monday through Friday, in Faith In Practice's offices in Antigua.

Key responsibilities

- Coordinate the coming Wheelchair Clinics during 7 Village Medical teams and 9 Surgery Missions. Provide strong leadership to the volunteer wheelchair teams in terms of training, troubleshooting and helping to ensure a positive experience.
- Ensure sufficient wheelchairs, other mobility aids, wheelchair fitting aids and basic support tools and administrative supplies are available for each wheelchair clinic. Ensure an accurate inventory of wheelchairs and spare parts following each mission.
- Work with current partner organizations and volunteer community leaders (Volunteer Leaders) to ensure appropriate patient recruitment for each wheelchair team. Ensure that each wheelchair patient receives quality care and education, including a basic clinic visit, PT consult, and education session, in addition to a wheelchair or other aid and/or medicine. Coordinate patient referrals for surgery or a customized wheelchair.
- Work with the Senior Wheelchair Program Coordinator to create new partnerships with different organizations for patient recruitment. Collect statistics for the Wheelchair Program and add all wheelchair patients to the database. Provide recommendations that will enhance the program and measure impact.
- Supervise the Wheelchair Program Assistant and local wheelchair technicians during mission weeks to ensure optimized productivity and teamwork.

Location: Antigua, Guatemala

Start date: January 7, 2019

Application deadline: December 3, 2018

Education requirements: University Graduate

Languages needed: Spanish, English

Level of language proficiency: Highly advanced Spanish and English language skills

Employment type: Guatemalan Payroll

Salary details: Commensurate with experience and in line with market rates in Antigua.

Job function: Program Implementation

How to apply

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