Title: Medical Programs Coordinator, Amazon Basin

Location: Tena, Ecuador

Status: Full time (1099 contractor)

Start Date: Flexible Between May 15th and June 1st

Term: 2 years (24 months)

Compensation: Geographically competitive $1000 monthly stipend

Other Benefits:
- International Health insurance financial coverage (if applicable);
- Costs associated with acquiring an Ecuadorian Volunteer Visa (if applicable);
- Flight to/from Ecuador and predetermined ‘home’ location (if not already in Ecuador);
- Readjustment Allowance upon completion of 24 months of service.

Requirements: Preference given to individuals with an experience in global/public health or international development, or strong interest in a career in health. Fluency and literacy in English and Spanish required. Must be willing and able to live, work and travel independently in Ecuador.

Who we are:
Timmy Global Health (TGH) is an Indianapolis-based nonprofit that seeks to expand access to health care, while empowering students and volunteers to tackle today’s most pressing global health challenges. In collaboration with our international and US partners, we facilitate medical service teams and channel financial, medical, and human resources to community-based health projects in the countries where we serve. Through our work, TGH seeks to strengthen local health systems while promoting a spirit of humanitarianism and global awareness among our volunteers.

Job Description
The Medical Programs Coordinator (MPC) in Tena, Ecuador plays a vital role within the organization overseeing Timmy Global Health programming in the Tena region of the Ecuadorian Amazon. Responsibilities include leading medical service trips, safe water programming, and working closely with our local partner organizations. The Medical Program Coordinator position is multidisciplinary and perfect for individuals interested in on the ground experience in international development, public health, and work related to health disparities in the developing world.
**Medical Service Teams**

- Coordinate with Timmy’s Ecuadorian partner organization, Hombro a Hombro, medical service team requirements involving the design of team budgets and itineraries.
- Support Hombro a Hombro regarding team logistics including Ministry of Health requirements and customs authorization, lodging, airport transfers, and cultural activities.
- In coordination with TGH headquarters, manage standardized materials involving volunteer communication, medical protocols, surveys, and trip reports.
- Meet with community members and Ecuadorian partner organizations to organize clinical programming involving patient numbers, public health programming, and CHP responsibilities.
- Lead 5 diverse medical service teams comprised of doctors (of numerous specialties), nurse practitioners, physician assistants, physical therapists, dentists, nurses, pharmacists, and student volunteers in orientation, clinic processes, and reflection throughout the year.
- Track medicine indicators to ensure required medicines are utilized properly.
- Manage support staff of medical service teams, such as long term volunteers, other TGH staff and local interpreters and medical professionals as needed.
- Facilitate public health educational activities during medical clinics.
- Operate Timmy Global Health’s electronic medical record system, TimmyCare.
- Lead planning and implementation of public health or other specialized medical teams (e.g. surgical or physical therapy teams).
- Maintain a professional and culturally appropriate communication between local partners and TGH.

**Safe Water Initiative**

- Continue safe water system programming initiative in six communities in the Amazon basin in collaboration with the Director of Programming and Evaluation
- Identify and develop potential partnerships with local and international institutions that improve and sustain the TGH safe water initiative. Maintain any past relationships vital to keeping the program moving forward.
- Recommend comprehensive safe water implementation guidelines and update the current operational plan and manage the budget needed to meet the objectives.
- Assist with grant applications towards safe water programming
- Partner with the Director of Programming and Evaluation on data collection and requests needed for monitoring and evaluation of the safe water implementation.

**Main Responsibilities**

- Work alongside our partner organization Sumak Kawsay Wasi (Tena), the local Ministry of Health, and Padre Carollo Hospital (Quito) to develop health programming.
- The MPC is expected to connect and facilitate communication between the administrators of the partner organizations and Timmy national and international staff.
Under the direction of TGH Ecuador Programs Manager, set programmatic objectives for TGH’s community health initiatives in the province of Napo, Ecuador.

Prepare and lead 5 annual short-term medical service brigades to the region of Chontapunta. During the medical brigades the MPC serves as the main facilitator, organizer, and local representative for TGH.

Between service trips, the MPC serves in the role of health advocate, working in the communities that Timmy serves. Responsibilities include: 1) following up with community health promoters, 2) coordinating appointments and treatment for patients referred for additional exams or procedures.

Monitor and evaluate ongoing community health programs and public health outreach.

Complete other programmatic development/expansion duties that may arise during the term of service.

Minimum Job Requirements/Skills/Abilities

- Two-year commitment
- Demonstrated work history
- Experience with global health development strongly preferred
- Fluency in English and Spanish
- Bachelor’s / undergraduate degree preferred
- Travel experience and experience living abroad (Latin America preferred); Confidence to live and work independently throughout Ecuador
- Flexible personality - ability and interest in assuming very diverse tasks
- Strong work ethic and dedication to the position
- Competency regarding topics in international development, development economics, poverty alleviation, international aid, NGO work, and public health
- Experience coordinating volunteers and working with students
- Charisma and comfort leading and working with large groups of people, including US medical professionals and US students
- Excellent writing skills, strong leadership skills, and strong interpersonal/communication skills
- Ability to work independently, but also cooperate effectively with teams based in Ecuador and the United States

HOW TO APPLY:

Please submit a resume and cover letter to jobs@timmyglobalhealth.org by: April 30th, 2018 at 11:59pm EST. Candidates will be considered on a rolling basis. ONLY finalists will be contacted for an in-person or telephone interview. Preferred start date between May 15th and June 1st 2018.