



Timmy Global Health -- Job Announcement

Medical Programs Coordinator; Quetzaltenango (Xela), Guatemala

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<i>Title:</i>	Medical Programs Coordinator (MPC)
<i>Location:</i>	Quetzaltenango, Guatemala
<i>Status:</i>	Full time Independent Contractor (1099)
<i>Term of Service:</i>	2 years of service required (24 months)
<i>Start Date:</i>	September/October 2019 Priority for job readiness effective Oct.11, 2019
<i>Compensation:</i>	This position is paid as a local staff member residing in Quetzaltenango, Guatemala and compensation is commensurate with the cost of living in location of position. Rate begins at \$900 USD /month
<i>Other Benefits:</i>	<ul style="list-style-type: none"> ● Financial stipend for International health insurance(if applicable); ● Visa and visa sponsorship; ● Stipend for international cell phone plan ● Flight to/from the location of position and predetermined 'home' location (if not already in the location of position); ● Readjustment allowance upon completion of 24 months of service
<i>Requirements</i>	Preference given to those with experience in medicine, public health, or with a strong interest in a career in the health field. Fluency and literacy in English and Spanish required. Must be willing and able to live, work, and travel independently in country of assignment.

Overview

Timmy Global Health is an Indianapolis-based non-profit that seeks to expand access to healthcare, 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 trips and channel financial, medical, and human resources to community-based projects in the countries where we serve. Through our work, Timmy Global Health 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 Xela plays a vital role within the organization,. The position's primary responsibilities are threefold: 1) to serve as Timmy's on-the-ground liaison and representative in Xela, working to maintain the relationship between Timmy and Asociación 32 Volcanes; 2) to coordinate and oversee the on-the-ground logistics and implementation of Timmy's five annual Medical Service Trips (MSTs) to Xela, Guatemala; 3) to assist with Timmy's public health and other health programming in Guatemala, including, but not limited to Timmy's critical Referral Program, Nutrition Program oversight, and other health programming of Asociación 32 Volcanes. Medical Service Trips are 7-10 day medical brigades conducted in partnership with Timmy's university and corporate US partners to provide primary care in our communities in Guatemala. These trips form the backbone of Timmy's support for both the communities and partner organizations with whom we work.

The MPC will play a leading role in communication with Timmy student chapters focused on Guatemala, and will help develop the overall support that Timmy provides to our on the ground partners and health programs. The MPC will also work closely with Timmy leadership and other Timmy staff members in the region to advance the organization's programming in the areas that include implementation and monitoring of current projects, social work and community organization, public health outreach, and general support of Timmy's partner organizations. The position involves multidisciplinary work and is ideal for charismatic individuals looking to gain field experience in international development, public health, and grassroots work related to health disparities in the developing world. At the same time, it is a position that requires both interest and capacity in medicine and/or public health, and confidence in public speaking in order to serve as an inspiring and educated leader in these fields. Advanced Spanish language speaking skills are required to succeed in this position.

Specific Duties and Responsibilities

MEDICAL SERVICE TRIPS (MSTs)

- Follow MST planning protocols for pre-brigade preparation for Timmy's five annual MSTs in Xela. This includes but is not limited to: creating itineraries and budgets, managing communication with trip participants, student leaders and medical professionals, coordinating clinic promotion, hiring & training local translators and preparing community health promoters for volunteer visits etc.
- Collaborate directly with the Service Trip Coordinator at Timmy Headquarters in a timely manner for administrative pre-brigade logistics. This includes working on MST scheduling, confirming & preparing trip participants and medical professionals, flights, emergency contacts, trip insurance and customs paperwork tasks
- Work with 32 Volcanes staff in planning on-the-ground logistics (reservations, patient selection, translator recruitment, approvals for incoming medications from the Ministry of Health and Customs, etc.)
- Serve as team leader during the 5 annual MSTs facilitating group orientation, daily schedules and collaborating with student chapter leaders and others in executing daily logistics (loading equipment, clinic set up, patient and clinic flow, public health education activities, medicine inventory, manage dental team, evening activities, etc.) During every MST the MPC works 24 hours a day through the entirety of the MST, which on average lasts between 7-9 days. The MPC serves as the main leader, organizer, interpreter and local representative for Timmy Global Health; maintaining professional and culturally appropriate communication between local partners, trip participants and TGH staff.
- Manage the use of our Electronic Medical Record System (TimmyCare) and all hardware during MSTs and 32 Volcanes community visits year round. This includes completing software downloading and uploading

patient information, training trip participants on TimmyCare, coordinating requests for new/replacement products and learning to troubleshoot software issues on the fly.

- In coordination with TGH headquarters, manage standardized materials involving volunteer communication, medical protocols, surveys, and trip reports. Keep an updated inventory of all medicines to ensure that required medicines are utilized properly.

REFERRAL PROGRAM

- Ensure that all referred patients receive accurate follow up/appointment information during medical service trips
- Organize, update and monitor referral patient list derived from TimmyCare by working with 32 Volcanes staff to ensure that patients receive the required treatment
- Assist 32 Volcanes staff in communication with referral partners, taking patients to referral appointments and approving necessary processes for patients to access required treatment
- Record payments made to referral partners, after receiving copies of invoices paid from 32 Volcanes and Submit Referral Tracking Report to Programs Director at the end of each brigade cycle
- Explore new referral partners on a rolling basis to ensure access to high quality care and that gravely ill/injured persons receive adequate treatment etc.

COMMUNITY HEALTH PROGRAMS

- Work alongside 32 Volcanes to develop the Guatemala health programming. The MPC is expected to connect and facilitate communication between the Programs Director, Timmy headquarters, 32 Volcanes administrators, and other stakeholders.
- Complete other program development/expansion duties that may arise during the term of service. For example, the Community Health Promoter Program and the Clean Water Pilot Program.
- Assist the 32 Volcanes Medical Director with nutrition supplement orders and in retrieving nutrition statistics from TimmyCare
- Work closely with 32 Volcanes on the Nutrition Program, helping to track and record finances as well as participate in Nutrition Program activities

FINANCE AND ADMINISTRATION

- Manage financial accounting in USD and local currency for MSTs, the Referral Program, CHP Program, and cash account for work expenses. This includes submitting reports and expenses to the Programs Director and Timmy Headquarters
- Organize bi-weekly meetings with the Guatemala and Dominican Republic Programs Director and prepare meeting agenda to check in on programming, brigade planning, partner updates, budgets, etc.
- Participate in virtual meetings with TGH Indianapolis Staff
- Assist TGH Indianapolis staff with miscellaneous development, programmatic, and other work important to the organization's overall mission. The MPC will also contribute to website blog updates, quarterly/annual reports and assist in submitting public relations materials including stories on referred patients, pictures, etc.

Minimum Job Requirements/Skills/Abilities

- Minimum two year commitment required
- Experience with public health/health development is preferred
- Fluency in English and Spanish (oral and written)
- Travel experience and/or experience living in Latin America
- Bachelor's/undergraduate degree required, Master's degree strongly preferred
- Flexible personality; ability and interest in assuming very diverse tasks and serving communities
- Strong work ethic, professional attitude 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 preferred
- Ability to travel independently throughout Guatemala and Latin America
- Charisma and comfort leading and working with large groups of people, including US medical professionals and US university students
- Excellent writing skills; Strong leadership skills; Excellent interpersonal and communication skills
- Ability to work very independently, but also co-operate effectively with teams.

Please submit resume and cover letter to jobs@timmyglobalhealth.org and write, "Xela MPC 2019 Application - LAST NAME, FIRST NAME" in the subject line. Candidates will be considered on a rolling basis. ONLY finalists will be contacted for an in person or telephone interview. Preferred start date is no later than Oct 11, 2019.