



US Clinic Coordinator Description & Requirements

Job Description (40/hrs per month):

To create healthy, empowered and self-directed communities in the Community Health Initiative's (CHI) service area in Haiti, CHI is seeking a US Clinic Coordinator. The successful candidate will work from the US for an average of 10 hours/week with the highest volumes of work occurring 10 weeks of the year to prepare, coordinate, communicate, and track volunteers traveling to Haiti for work at CHI clinics. Additionally, providing some Haitian human resource and clinic logistics oversight will be required by the successful applicant. All work will be surrounding CHI's 5 Annual Medical Clinics and 2 Annual Surgical Clinics. The US Clinic Coordinator will work directly with CHI's Haiti Clinic Coordinator who is based in Haiti.

Knowledge & Experience Requirements:

The successful candidate will be: very detail oriented. Have strong organization skills. A problem solver. Have good interpersonal people skills. Proficient in Excel, Word and Google Docs. Good verbal and written communicator. Able to work in a team setting. Live in the United States. Preferred: international travel experience including to a developing country.

Responsibilities:

1. The US Clinic Coordinator will:

- Act as a positive reflection of the CHI mission, vision and values in all public environments.
- Work with the Haiti Clinic Coordinator to organize, coordinate paperwork and facilitate CHIs volunteers' travel to and from Haiti, identify schedules and confirming transportation, lodging, supplies, and other logistical necessities required for each clinic trip.
- Communicate in a respectful way and timely manner with current and potential volunteers. Respond to emails, phone calls and other attempts to connect - if even an acknowledgement of receipt - within 24 hours, or by the first business day following receipt on a weekend.
- Balance work schedule as some additional time may be required just prior to and following each clinic.
- Seek to function to as much a degree of self-direction as possible and acknowledge that the duties of the position require independent thinking and problem solving.
- Contribute to the clinic budget preparation and tracking. Communicate with Team Leaders, Haiti Clinic Coordinator and Bookkeepers to complete clinic income and expenses reports to be submitted to US Bookkeeper and Executive Director within in one week following each clinic.

Working in solidarity to create healthy, empowered, and self-directed communities in Haiti, until the work is done.

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- Following each clinic, receive CHI Clinic Inventory reports from Haiti Clinic Coordinator. Communicate inventory needs with CHI Medical Clinic Committee and US Inventory Specialist.
- Access/maintain the Volunteer Applications that come through the website and respond to prospective volunteers.
- Maintain the team spreadsheets on Google docs – monthly and annually.
- Attend Medical Committee meetings (online video call) which are about every 2 months for an hour in the evening
- Submit written Clinic Update Report to Executive Director by last day of each month to be presented to the Board.
- Report directly to CHI Executive Director and required to work closely with Medical Clinic Committee Chair and Haiti Clinic Coordinator.

Benefits:

Hourly rate of pay will be negotiated based on experience and qualifications. **BONUS:** Based on time worked, successful candidate may qualify for full or partial compensation to travel to Haiti.

CV/Resume & Letter of Interest:

Please submit a full CV and a comprehensive cover letter setting out your reasons for applying for the post and outlining the qualifications, experience, knowledge, and skills that you feel you can bring to the job. Only shortlisted candidates will be contacted. Emailed resume and letter of interest **by October 31, 2018** will be given first consideration. Email to: Annie Vander Werff, Executive Director Email: annie.vanderwerff@chihaiti.org

About the organization

The Community Health Initiative, Haiti (CHI) is a not-for-profit health and human service organization working in solidarity in Haiti to create healthy, empowered and self-directed communities. Founded in 2012, CHI partners with sister organizations and isolated rural Haitian communities to bring primary healthcare to more than 6,000 Haitian patients annually. This is accomplished by providing week long clinics in the same villages 4-5 times each year. In addition, CHI operates year-round community and public health programs within these same communities.