



## Healthcare Intern

### Job Description

<b>Position Title:</b>	Healthcare Intern						
<b>Post Date:</b>	April 1, 2013			<b>Duration:</b>	Summer 2013		
<b>Status:</b>	<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Contract	<input checked="" type="checkbox"/> Temporary
<b>Reports to:</b>	Healthcare & Nutrition Program Director						

**Mission Statement:** To improve the quality of life for the Haitian people, particularly children, through education, nutrition, and healthcare.

#### Position Title: Healthcare Intern

Hope for Haiti is looking for passionate applicants who are dedicated to our mission and who are interested in how technology can improve international development programs; in particularly healthcare. The Healthcare Intern will assist the Healthcare & Nutrition Program Director in a variety of on-going and new projects, including but not limited to data entry, research, and analysis. Specific projects include: initial market survey of potential mobile health enterprise; research on best practices for electronic medical records systems, medical triage standards, electronic inventory and beneficiary tracking, and micro-insurance programs; geographic mapping of patient geographic household data.

Please note, this internship is available for either remote or in-country placement. If remote, the intern will be responsible for strong self-starting abilities as well as written and phone communication. If in-country, the intern will be responsible for effective communication in French/Haitian Kreyol as well as professional conduct in relation to staff and partners.

The Intern reports directly to the Program Director in two key areas of responsibility:

- 1) Program Management, 40%
- 2) Program Development, 60%

#### Area 1: Program Development

Program Development refers to the growth, change, and improvement of programs as they occur in Haiti. Quantitative and qualitative data gathered from Monitoring & Evaluation activities should be used to inform scaled and effective program evolution. The Intern will provide the Program Director with relevant research and analysis for effective and impactful Program Development within Hope for Haiti's existing Healthcare Programs.

## Area 2: Program Management

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Program Management refers to the ongoing planning, implementation, documentation, and evaluation of Hope for Haiti's programs. This area of responsibility is the intern's secondary role, and includes support of the Program Director in the following areas:

- In **Program Documentation**, the Program Director is responsible for writing, updating, and organizing the Program Profiles, Site Visit Reports, and Project Updates for Hope for Haiti's Infirmary Saint Etienne. Written updates should be both descriptive and critical, taking into account progress as well as ongoing challenges and needs. Beyond writing, he/she is responsible for photographing the projects sites, program activities, and people (students, teachers, patients, partners etc...) involved with Hope for Haiti's work.
- In **Monitoring & Evaluation**, the Program Director will collect and analyze all data necessary to measure the efficacy and impact of Hope for Haiti's programs. A major piece of the Healthcare Program Director's Monitoring and Evaluation work includes all Infirmary inventory, consumption, purchasing, and reporting of medications and supplies. He/she will implement the current Monitoring and Evaluation systems while continuing to update and improve them so as to better capture both the benefits and the limitations of Hope for Haiti's work.
- In **Program Implementation**, the Program Director will be responsible for design, implementation, and revision of Hope for Haiti Healthcare Programs as identified by the Haitian medical staff, Country Director, Board of Directors, and President/CEO. New programs approved for implementation include but are not limited to:
  - mobile health coordination with rural schools and communities,
  - pilot diabetic education program,
  - assessment of gift in-kind (GIK) versus purchasing impact within the pharmacy and through general distributions,
  - and Electronic Medical Record (EMR) system design and management.

## Education, Skills & Experience

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- A high school degree, with additional education in on-going pursuit of a bachelor's degree (BA or BS) from an accredited university in the fields of public health, economics, international development, or equivalent. An advanced (Master's) degree preferred
- A strong interest and knowledge in technology and how it can be used to empower international development, specifically healthcare access
- A demonstrated interest in international development and a familiarity with the main concepts, theories, trends, and challenges in the field.
- Extracurricular pursuits that line up with and support academic interests. Previous work in healthcare or medicine preferred.
- Excellent written, oral, and interpersonal communication skills
- Excellent organizational skills and a strong ability to prioritize

- If applying for an in-country internship, strong foreign language ability, including a proficient background in written and spoken French and/or Haitian Creole (at least one required)
- If applying for an in-country internship, proper documentation and authorization to travel freely between the United States, Haiti, and the Dominican Republic
- Creative problem solving skills and self-starting abilities, particularly important in remote internship
- Excellent computer skills, particularly in Microsoft Word and Excel
- Previous experience in geographic mapping on a web-based software, with interest in Haitian geography

**Characteristics**\_\_\_\_\_

- Personal commitment to the mission of Hope for Haiti
- Commitment to fulfill all tasks, including data entry and analysis, research, and web design
- If applying for an in-country posting,
  - demonstrated experience adapting to and successfully integrating into a different culture; ability to respond appropriately and sensitively to cultural differences as they arise among the organization's service population
  - Ability to live well alone or to host numerous guests in Les Cayes, Haiti and travel within the country
  - High energy and strong physical condition, including but not limited to the ability to hike distances over 5 kilometers and lift at least 30 lbs over the shoulders
- Flexibility and patience in outlook and demeanor
- If applying for a remote posting, strong ability to prioritize tasks with little direct feedback or supervision

**Other preferred (but not required) skills**\_\_\_\_\_

- Previous work within a medical or healthcare-related field
- Previous travel to or work in a developing country
- Previous data/stats/metrics collection knowledge & experience
- Cultural/historical knowledge of Haiti and previous travel/work within Haiti
- Prior work with NGOs domestically or abroad is preferable
- Advanced computer skills like web development, use of database programs are a plus
- Use of GIS mapping software

**COMPENSATION & BENEFITS**

Both remote and in-country internships are unpaid. Those applying for in-country internships must be prepared to fundraise, and/or pay for all travel and living expenses to/from and within Haiti.

- 1) Remote internships may qualify for course credit, dependent on home institution.
- 2) In-country internships include Emergency Evacuation Insurance.

Please send cover letter and resume (with references) via e-mail to Ida Soderlind. Applications are accepted on a rolling basis. Please visit Hope for Haiti's website to learn more about us [www.hopeforhaiti.com](http://www.hopeforhaiti.com)