



Hope for Haiti®

Healthcare Partnerships Coordinator Job Description

Position Title:	Healthcare Partnerships Coordinator							
Status:	X	Full Time		Part Time		Contract		Temporary
Contract Length:	Full time at will contract							
Reports to:	Infirmiry St. Etienne Director							
Directly Manages:	None							
Location:	Les Cayes, Haiti							

Mission Statement: To improve the quality of life for the Haitian people, particularly children.

Brief Organizational Summary: Hope for Haiti is an innovative and creative international development organization that has been working in Haiti for 29 years. The organization partners with private donors to create community-based sustainable change through a grassroots and strategic holistic approach. Hope for Haiti is an action-oriented and fast-paced organization that believes in partnership solutions to poverty alleviation. Hope for Haiti's vision for the future is one of strategic growth in creating healthy, sustainable communities. Hope for Haiti has a distinguished and well-established Board of Directors that provides the organization with strong governance, oversight, and strategic direction. Building upon the organization's proven track record of success, Hope for Haiti stays true to its mission and founding principles, while offering a dynamic and supportive work environment. For more information about Hope for Haiti, please visit www.hopeforhaiti.com.

Role Purpose: The Healthcare Partnerships Coordinator will be responsible for managing the Healthcare Medical Partner network, keeping track of and recording all of the outside surgeries, lab referrals, and specialist consultations that take place outside of the Infirmiry Saint-Etienne (ISE). This includes, but is not limited to managing the logistics requests, payment requests, reporting, and all other coordination associated with Healthcare Medical partners. The Healthcare Partnerships Coordinator will steward key healthcare donors, healthcare specialists, and other VIP members associated with the Hope for Haiti Healthcare Program, including coordinating site visits, preparing meeting agendas, leading phone calls, regularly corresponding to emails, and managing other forms of communication. This position will also require collaborating with other healthcare providers and partners in the field as well as identifying opportunities to position the Healthcare program as a leader in the Greater South of Haiti, including positioning Hope for Haiti as a collaborator in the health sector (creating joint health initiatives, promoting the Hope for Haiti conference room for events etc). The important responsibilities of the Healthcare Partnerships Coordinator position, requires a professional leader who is flexible, patient, and has a high attention to detail. The Healthcare Partnerships Coordinator must uphold the Hope for Haiti standards in his/her work and that of his/her employees. If the need arises, working beyond normal work hours, as patient care is priority. The Healthcare Partnerships Coordinator may be asked to complete tasks that are not included in this job description, at the discretion of his/her direct supervisor.

Major Responsibilities:

- Manage Hope for Haiti's Medical Partner Network, including all surgeries, labs, and referrals to specialist that occur outside of the Infirmiry St. Etienne; this includes but is not limited to managing the logistics requests, payment requests, reporting, monitoring and evaluation and all other coordination associated with Healthcare Medical partners beyond the Infirmiry St. Etienne (40%);
- Assess the impact of the quality of lives of those with whom are included in response efforts through monitoring and evaluation of the Medical Partner programs and network (20%);

- Act at the point for major Healthcare Grants by providing weekly and quarterly updates, as well as coordinating calls, and facilitating in-person visits and mission trip management (20%);
- Provide administrative support to the Infirmary St. Etienne Director through medications purchases, maintaining inventory of medications, supplies and materials and other tasks as assigned (20%).

Quarterly and Annual KPIs / Deliverables:

1. Complete a minimum of one monitoring visit per Healthcare Medical partner per fiscal year to create and complete monitoring form, talk with beneficiaries, take photos, make recommendations and collect data;
2. Identifying opportunities to position the Healthcare program as a leader in the Greater South of Haiti, as it relates to the HFH Strategic Plan;
3. Quarterly impact stories and photos on lab, surgery and patient referrals;
4. Quarterly/Monthly grant reporting including data, stories and photos for all major Healthcare Grants;
5. Weekly/Monthly/Annual ISE and Medical Partner Network data updates to KPI tracker;
6. Weekly/Monthly/Annual accounting updates related to the ISE, including managing ISE petty cash;
7. POC for all medical related donor trips including creating itinerary, providing translations English – Creole, Creole to English and facilitating trip logistics;
8. Review and maintain records for all Medical Partners including data, MOUs, and contact information and share and store in effective manner;
9. Review and maintain inventory for ISE inventory, supplies and materials;
10. Other tasks as requested by supervisor.

EDUCATION / EXPERIENCE

- 8 years work experience in the international development or health services field. Five years of management experience preferred;
- Associates degree in International Development, Health, Public Health, Social Studies or equivalent is required;
- Good communicator with strong organizational, time management and analytical skills;
- Excellent inter-personal, cultural and diplomatic skills;
- Fluency in French or Haitian Creole and English, spoken and written, is required;
- Superior writing and editing skills. At least two year of previous experience preparing donor reports, grants, stories and data;
- Demonstrated experience in grants management or program development is required;
- Technical expertise in health, public health and WASH would be advantageous;
- Strong computer skills: must be competent in the use of Windows MS office, Google Gmail tools and Salesforce;
- Ability to take high quality videos and photos (editing not required);
- Experience leading donor/mission trips preferred;
- Prior professional experience, preferably in Haiti in a post-disaster and/or disaster setting.

PERSONAL CHARACTERISTICS

- Personal commitment to the mission of Hope for Haiti;
- 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 adapt to and make level-headed decisions in stressful situations;
- Flexibility and patience in outlook and demeanor;
- High energy and strong physical condition, including but not limited to the ability to hike distances over 5 kilometers and lift at least 30 pounds over the shoulders;
- Ability to resolve interpersonal conflict while preserving a team-oriented outlook.

COMPENSATION & BENEFITS

This is a full time position based in Les Cayes, Haiti. This position is NOT accompanied and the organization provides no relocation, logistics or housing packages. Compensation is based off of Hope for Haiti's Compensation Scale.

APPLICATION PROCESS

Please send a cover letter with resume (with 3 references), one writing sample (report, project evaluation, blog, story) and any photo/video samples in English via e-mail to careers@hopeforhaiti.com. Applications are due by **February 15 2018** or until a qualified candidate is selected. All applications must be submitted in English.

Hope for Haiti is an Equal Opportunity Employer – Hope for Haiti considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, or disability.

Thank you for your interest in Hope for Haiti!
To learn more about us please visit www.hopeforhaiti.com