



ISE Doctor
Job Description

Position Title:	ISE Doctor						
Last Revised:	November 13, 2018			Start Date:	January 7, 2019		
Status:	X	Full Time		Part Time		Contract	Temporary
Reports to:	Country Director						
Supervises:	None						

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 30 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 the 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: Reporting to the Country Director, the ISE Doctor plays a critical role in helping Hope for Haiti achieve its vision to provide healthcare to people in the south of Haiti, especially of our partner communities. The ISE Doctor is a contract position based in Les Cayes with some travel to partner sites. The ISE Doctor is part of a team responsible for ensuring that the Hope for Haiti Infirmary St. Etienne provides effective, efficient, and quality healthcare to our patients.

Responsibilities:

Patient Healthcare (80%):

1. Provide care to patients at the Infirmary St. Etienne
2. Ensure that patient needs are met within your scope as a medical doctor.

3. Support new and existing patient care programs

Reporting and Communications (20%)

1. Submit daily reports as requested by the Development team and other staff members within the organization
2. Provide donor specific content as needed for donor reporting and provide content for grant proposals.
3. Provide written and spoken translation for reports, mailings and trips as needed
4. Assist the ISE Director, Healthcare Partnerships Coordinator, and Administration team in preparation and medical service for Hope for Haiti volunteer medical teams, donors, and on-site at Infirmary St Etienne.
5. Support the hosting of medical, donor, and volunteer Mission Trips when necessary
6. Understand and agree to the fact that employment with Fondasyon Kuehner implies the possibility that work may be extended beyond the 8:00 AM – 4:00 PM workday, including on weekends, in order to meet the demands of Fondasyon Kuehner's mission.

EDUCATION / EXPERIENCE

- Medical License required and must be attached to the application
- At least five years of physician experience
- Ability to use computers, including Gmail Suite (email, google documents, google calendar), Microsoft Word, and Microsoft Excel
- Excellent written, oral, and interpersonal communication skills
- Superior organizational skills and a strong ability to prioritize
- Written and spoken fluency in English, French and Kreyol
- Creative problem-solving skills and self-starting abilities

PERSONAL CHARACTERISTICS

- Personal commitment to the mission and vision of Hope for Haiti/Fondasyon Kuehner and a desire to help the most vulnerable population
- Ability to respond appropriately and sensitively to cultural differences as they arise among the organization's service population
- Maintains the highest level of confidentiality with sensitive information
- 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 lbs over the shoulders
- Ability to resolve interpersonal conflict while preserving a team-oriented outlook

- Ability to conduct and participate in staff meetings and strategic planning professionally and to represent Fondasyon Kuehner's mission to team members and colleagues
- Creative self-starting abilities and problem-solving skills.
- Excellent organizational skills and ability to prioritize assigned tasks.
- Flexible, adaptable, and accepting of the fact that Fondasyon Kuehner and its activities are constantly evolving in line with its resources and goals.
- Ability to effectively work with team.

COMPENSATION & BENEFITS

Commensurate with experience. This is a renewable contract position.

APPLICATION PROCESS

Please send a cover letter with salary requirement, medical license, and CV, (with 3 references) via e-mail to careers@hopeforhaiti.com. Applications are due by **December 12, 2018** or until a qualified candidate is selected.

When sending your application via e-mail please make the subject line read "Your First & Last Name" and "ISE Doctor".

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