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**Healthcare Program Manager**  
Job Description

**Position Title:** Healthcare Program Manager  
**Start Date:** March 2020  
**Location/Status:** Full Time in Les Cayes, Haiti  
**Reports to:** Country Director  
**Supervises:** Medical Director, Dental Director, Head Nurse, Referral Program Coordinator

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

**Vision:** Our vision for Haiti: Joyful children, healthy families, thriving communities, and the resources to make it so.

**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](http://www.hopeforhaiti.com).

**Role Purpose:** Reporting to the Country Director, the Healthcare Program Manager (HPM) plays a critical role in helping Hope for Haiti achieve its vision to provide healthcare to people in the south of Haiti, especially children. The HPM is a full-time position based in Les Cayes with some travel to partner sites. The HPM 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, and meet the needs of children and their families living in rural areas of southern Haiti.

The Healthcare Director reports directly to the Country Director in the following areas:

- 1) Managing the ISE Operations (70%)
- 2) Grant Management (30%)

### **Work Responsibilities of the Healthcare Director:**

#### **Managing the ISE Operations, 70%**

1. Ensure the efficient functioning of ISE operations including patient load, patient flow, and staff scheduling
2. Inspire and support team ideas and proposals for new and innovative health programming by collaborating with staff, partners and other health stakeholders
3. Manage the medical and supplies inventory including managing inventory and implementing quality control checks
4. Supervise ongoing repair and maintenance across all ISE technology, equipment and facilities

#### **Grant Management, 20%**

1. Manage new and existing Healthcare grants (writing, reporting, monitoring and evaluating)
2. Provide written reports, quantitative and qualitative data for monthly, quarterly and ongoing donor reports, marketing, and Board of Director meetings
3. Represent Hope for Haiti at local, national and international conferences, meetings and networking functions
4. Lead all medical trips including planning, logistics, hosting, translating and stewarding donors throughout their trip.
5. Other duties as assigned by supervisor.

### **EDUCATION / EXPERIENCE**

- Experience working in the Haitian healthcare system and administration
- Experience managing large teams
- A Medical degree and/or Academic study in Healthcare, Public Health or related field
- Experience working with MSPP and strong understanding of the system
- Excellent written, oral, and interpersonal communication skills
- Superior organizational skills and a strong ability to prioritize
- Written and spoken fluency in English and Kreyol, with preferred knowledge of French.
- Ability to use computers, including Gmail Suite (email, google documents, google calendar), Microsoft Word, and Microsoft Excel
- Collaborative team player

### **PERSONAL CHARACTERISTICS**

- Personal commitment to the mission and vision of Hope for Haiti

- 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 Hope for Haiti'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 Hope for Haiti and its activities are constantly evolving in line with its resources and goals.

### **COMPENSATION & BENEFITS**

Commensurate with experience. This is a full-time, renewable contract.

### **APPLICATION PROCESS**

Hope for Haiti is currently accepting applications. Interested candidates should submit a resume along with a cover letter that lists at least 3 references with a phone number and email, and salary requirements and answers the supplemental questions listed below, via e-mail to [careers@hopeforhaiti.com](mailto:careers@hopeforhaiti.com) in English. Applications are due by **February 28th, 2020** or until a qualified candidate is selected.

Supplemental Questions to submit with application:

- 1) Why do you want to work with Hope for Haiti?
- 2) Why are you the best candidate for this position?
- 3) In your opinion, what is the biggest challenge of healthcare in Haiti?

**When sending your application via e-mail please make the subject line read "Your First & Last Name" and "Healthcare Program Manager".**

Thank you for your interest in Hope for Haiti!  
To learn more about us please visit [www.hopeforhaiti.com](http://www.hopeforhaiti.com)