



A healthy Christian home and family for every Haitian child.

## Medical Manager Haiti

**Position:** Full Time

**Location:** COTP campus, in Lagossette, Haiti (located near Cap-Haitien and Milot)

The role of the Medical Manager is to oversee and administer Medical Care across the programs at COTP. The Medical Manager will lead the Medical team, make informed decisions relative to the health of the children, and manage the resources of the Medical Department.

**Position Summary:** The vision of COTP is a healthy, Christian home for every Haitian child. We seek to achieve this vision by serving families at-risk of separation through family preservation programs to keep families together and empower them for sustainable health and wellness. In addition, when a separation of child from family occurs, we pursue alternative family care for the child and provide temporary family-style residential care whenever needed.

The Medical Manager (MM) is responsible for managing and administering medical care to the children within On-campus Care, as well as consulting occasionally with our Family Strengthening Department. The MM should draw on a variety of resources and contacts in order to make informed decisions. The MM should continually be looking for ways to improve the overall care and physical environment for our children. The MM should demonstrate attention to all factors that contribute to the overall health and well-being of the individual: physical, spiritual, and emotional. The MM must have a passion to serve others. The individual is expected to: be a team player; be self motivated; have a high attention to detail; be a hard worker; and be patient. The individual must be responsible with time and resources, as well as efficient and resourceful.

### Position Duties and Responsibilities:

- Management and development of Medical staff:
  - Recruiting, selecting, orienting new program staff when necessary; training all program managers; identifying and pursuing opportunities for program staff development
  - Supporting a healthy work environment and supporting employee's professional growth
  - Providing accountability for program managers through communication of their expectations, regular feedback, encouragement, evaluation, and disciplinary action when necessary; enforcing organizational policies and procedures
- Strategic planning and outcomes:
  - Work with Department Head in setting medical, health and well-being goals according to the strategic objectives of the organization
  - Lead Medical Team in planning, including developing Medical processes, setting goals and attaining milestones
  - Lead regular monitoring and evaluation of medical activities, and devise strategies to ensure efficiency and effectiveness of medical objectives.
  - Work with Department Head to develop medical systems and structures - including medical policies and protocols - to provide clarity and support completion of medical objectives.
  - Reports to Department Head and Executive Team on objective outcomes
  - Contribute to development of strategic planning for the organization
- Financial stewardship and oversight of program:
  - Prepare annual program budgets in collaboration with Department Head
  - Regularly review expenses; initiate corrective actions when necessary.





A healthy Christian home and family for every Haitian child.

- Assist in seeking out and writing grant proposals as needed
- Partnerships and Community Engagement: Pursue and develop partnerships with community services and leaders that contribute to achieving the strategic objectives of the organization.
- Other duties as assigned

**Key areas of Responsibility:**

1. Oversee direct care administered to the children within On-Campus Care
2. Manage the medical team and resources of COTP
3. Direct the administrative systems and activities in the Medical Department
4. Performs routine well child assessment of children living on campus
5. Manage acute health care needs for children living on campus
6. Coordinate medical care with necessary subspecialists
7. Maintain children's medical records in English
8. Advocate for children to receive optimal medical care
9. Provide consults for children in family strengthening programs as requested

**Position Skills and Qualifications:**

- Education: University degree (Master degree minimum). License to practice as Nurse Practitioner, Physician's Assistant, or Physician. Additional certificates or trainings in related work is an asset.
- Experience: Minimum of 5 years experience working in the medical field. Preferred experience in medical field in developing world settings and in Pediatrics.
- Competencies:
  - Excellent organizational and leadership skills
  - Thorough understanding of medical management techniques and methods
  - Knowledge of medical monitoring and evaluation techniques
  - Knowledge of best-practices in field of medicine
  - Strong interpersonal skills and self-awareness; strong communication skills
  - Ability to coach and foster teamwork; ability to galvanize team around a common goal
  - Ability to work well within a team; demonstrates humility and a team-first approach.
  - Ability to work with other organizations for the benefit of God's kingdom work.
  - Working knowledge of MS Word, Google Drive
- Faith: Clearly expresses and demonstrates a lifestyle of living out their faith in Jesus Christ as their Savior.
- Language: Fluent and a strong communicator in written and spoken English. Fluent and a strong communicator in spoken Creole or French. Written fluency in French is also a preferred asset.
- Demonstrates a level of perspective and maturity as a result of their previous life experiences.
- Complete and clear a criminal background check for working within a vulnerable sector.

**Accountable to:** Director of On-campus Care

