

Wheelchair Program Manager

Due to increased program growth, Faith In Practice is seeking an experienced individual with a heart for faith-based mission and service, and a specific interest in those with mobility challenges and physical disability, to execute the Wheelchair and Mobility Program.

The Wheelchair Program Manager will implement, in collaboration with the Wheelchair Program Coordinator, the Wheelchair Clinic during week-long village medical clinic missions in rural Guatemala and week-long surgical missions at Hospital Hilario Galindo in Retalhuleu and Obras Sociales in Antigua Guatemala, as well as some one-off wheelchair teams that are not part of a surgery or village team. During non-mission weeks, the Wheelchair Program Manager will be responsible for providing leadership for all that is required to execute a successful program, including logistics and inventory management, statistics collection and partnership development.

Faith In Practice is seeking an individual who is both strong in the field and has an understanding of program management. He/she must be able to provide strong leadership to the volunteer wheelchair teams in terms of training, troubleshooting, and helping to ensure a positive experience. He/she must also be able to pull statistics, think through challenges and make recommendations that will help enhance the program and measure impact.

The position requires technology and computer skills, excellent oral and written communication skills in Spanish and English, high-level attention to detail and good organizational skills. The ideal candidate would be a self-starter and team player with excellent bicultural skills who works well with a wide range of individuals--from Guatemalan patients and health promoters to US volunteers and staff. The individual must thrive in a fast-paced environment, be solution-driven and be able to multi-task.

This is a full-time position, commencing immediately. The hours of this position will vary, depending on the needs of the wheelchair team in Guatemala at the time; flexibility is essential. For the 2020 season, 18 wheelchair teams are scheduled (more may occur as the program grows), during which the Wheelchair Program Manager can expect weekend and evening work, long days, and travel to rural villages in Guatemala. Non-mission week's normal work hours are 8:30am to 5:30pm, Monday through Friday, in Faith In Practice's offices in Antigua.

Key responsibilities

- In collaboration with the Wheelchair Program Coordinator, execute Wheelchair Clinics during Village Medical teams and Surgery Missions. Provide strong leadership to the volunteer wheelchair teams in terms of training, troubleshooting and helping to ensure a positive experience.
- Ensure sufficient wheelchairs, other mobility aids, wheelchair fitting aids and basic support tools and administrative supplies are available for each wheelchair clinic. Ensure an accurate inventory of wheelchairs and spare parts following each mission, as well as follow established guidelines and processes regarding inventory management.
- Work with current partner organizations and volunteer community leaders (Volunteer Leaders) to ensure appropriate patient recruitment for each wheelchair team. Ensure that each wheelchair patient receives quality care and education, including a basic clinic visit, PT consult, and education session, in addition to a wheelchair or other aid and/or medicine. Help coordinate patient referrals for surgery or a customized wheelchair, as needed.
- Work with the Program Director to create new partnerships with different organizations for patient recruitment. In collaboration with the Wheelchair Program Coordinator, collect statistics for the Wheelchair Program and add all wheelchair patients to the database. Provide recommendations that will help enhance the program and measure impact.

Location: Antigua, Guatemala

Start date: Immediate

Application deadline: September 16, 2019

Education requirements: University Graduate

Languages needed: Spanish, English

Level of language proficiency: Highly advanced Spanish and English language skills

Employment type: Guatemalan Payroll

Salary details: Commensurate with experience and in line with market rates in Antigua.

Job function: Program Implementation

Please note in the cover letter which position is being applied for.

How to apply

Please email your resume and a letter explaining your interest in and qualifications for the position to:
Lesbia Andrade, Human Resources Manager, landrade@faithinpractice.org