



Job Title: **Rehabilitation Coordinator, Haiti**

Reports to: HHA Haiti Director

Place of work: Hopital Convention Baptiste d'Haiti, Cap-Haitien, Haiti

Hours: Full time (including some evening & weekend work)

Salary: £24-£27K GBP (pending experience) + accommodation (inc. breakfast and dinner), vehicle access, insurance, flights

INTRODUCTION:

Hope Health Action is a Christian NGO with a mission to provide life-saving health and disability care to the world's most vulnerable without any discrimination. We are a small and friendly team, passionate about helping to transform the lives of persons with disabilities in Haiti, Uganda and South Sudan. In 2007 we co-founded our partner hospital, HCBH, which has since become one of the leading hospitals in north Haiti, a 100-bed facility with 300+ Haitian staff, supporting around 35,000 patients a year. We have some exciting plans for our rehabilitation work in the coming years and are looking for someone with the passion, experience and relevant qualifications to help lead this work in the field.

In partnership with the Swiss Paraplegic Foundation and Haiti Rehab Schweiz, Hope Health Action is recruiting a Haiti based Rehabilitation Coordinator. We are looking for an experienced and committed Rehabilitation Coordinator to join our team and help manage our disability programmes in Haiti, mainly based at our partner hospital, Hopital Convention Baptiste d'Haiti (HCBH).

Since 2009, HHA has been helping to pioneer HCBHs disability work, which has since become one of the leading providers of rehabilitative care in Haiti. HCBH now offers a range of programmes including a 20-bed inpatient and outpatient Rehabilitation Unit for persons with Spinal Cord Injuries and other neurological and musculoskeletal disabilities, a Respite Centre for children with disabilities, a Wheelchair Distribution Centre (in partnership with the Walkabout Foundation) and a number of disability focused social business enterprises including a bakery and sports centre. We are looking for someone passionate about improving the lives of persons with disabilities in Haiti and willing to live in Haiti at our staff accommodation, managing this work for a minimum of 1 year (though 2+ years is desirable).

ROLE DESCRIPTION:

PATIENT CARE & CONTINUING EDUCATION:

- Assist as needed with hands on patient care across our Rehabilitation projects
- Assist with supervision of therapy goals and treatment-plans for inpatients and outpatients including children at our respite centre
- Provide continuous education & training depending on the needs of the staff for the improvement of rehabilitative medicine in northern Haiti across departments and disciplines. This will include coordination of regular virtual training sessions with international partners, through HCBHs telehealth programme.
- Improve coordination and referral processes of persons requiring rehabilitative care with other facilities/organisations across Haiti, but most notably in the North, North-East and North-West of Haiti
- Provide home visits & adaptations (MdB Children and Rehab Patients)

PROJECT MANAGEMENT:

- Work with HCBH & international partners to design & manage a clear Rehabilitation Vision/Strategy and clear SMART objectives across all projects (Rehab Unit, Respite Care, Wheelchair Distribution Program, HHAs disability inclusion/outreach projects including new areas of work (for instance, possible development of Occupational Therapy and Prosthetics & Orthotics Workshop)
- Manage and help with rehabilitation data collection, both in the design and implementation of Monitoring & Evaluation (M&E) tools and analysis of results, in support of agreed strategy (both qualitative and quantitative data)
- Help in co-managing a team of rehab technicians and nursing staff, with our head of service (Medical Doctor) at our partner Rehabilitation Unit
- Participate in interdisciplinary team meetings and other hospital meetings related to our disability work
- Assist HHAs rehabilitation partners with fundraising bids (grants/trusts) and other fundraising materials to sustain and grow disability related programmes (for instance, occasional blogs and case studies), including meeting with in-country agencies with funding opportunities (for instance, USAID)
- Provide SCI Outreach to surrounding hospitals, clinics, community centers, etc. in the area
- Develop a discharge transition program & discharge data collection
- Oversee the Vocational Training Program– co-management of Bijou Atizan, implementing and overseeing guest teachers in various fields to increase the variety of skills taught, & overseeing SCI patient wheelchair assembly
- Oversee the Rehab Exoneration Program
- Provide supervision to the Haiti Wheelchair Coordinators and oversee training, inventory tracking, distribution, and data collection within Partner network

PARTNERSHIP MANAGEMENT:

- Help manage key partners engaged in this area of work as needed and act as the main bridge with international donors and partners, most notably The Swiss Paraplegic Foundation (please note: this will require travel to the EU to meet with key partners)
- Help support coordination of wheelchair distributions together with Walkabout Foundation (UK NGO)
- Facilitate communication with other organisations working in the rehab field within Haiti and internationally, including developing new partnerships
- Help support yearly budgets (Haiti Rehab Schweiz, HHA Rehab Projects, Swiss Rehab foundation monthly budgeting) and projects within

TEAM MANAGEMENT:

- Provide full coordination for 2 x Swiss Paraplegic Foundation Teams per year (normally a 4-5 person multi-disciplinary team for 1 month per trip). This should include assisting with travel logistics, briefing, on-site coordination of team and activities (training plans etc.) and support in evening and at weekends.
- Provide similar assistance to Rehabilitation related groups from other organisations. For instance, The Haiti Health Trust from America and one-off disability focused volunteers at HCBH

OTHER:

- Work alongside other local and international staff based at HCBH to help with other general hospital tasks when necessary (for instance, providing tours to visiting teams etc.)

PROFESSIONAL REQUIREMENTS:

PROFESSIONAL REQUIREMENTS	ESSENTIAL	DESIRABLE
Relevant medical qualification in Rehabilitative Medicine (e.g. Nurse, OT, PT, Doctor etc.)	X	
Experience of >2 years working in Neuro-Rehabilitation, with at least 1-year experience in spinal cord medicine		X
Experience in Paediatric Rehabilitation Care		X
Fluent in English (and able to commit to learning Haiti Creole)	X	
French speaking		X
Previous Project Management experience or relevant leadership qualities	X	
Good IT skills	X	
Previous experience working in the development sector		X
Experience living or working in a foreign culture		X

PERSONAL REQUIREMENTS	ESSENTIAL	DESIRABLE
Hard-working and flexible in working hours (including anti-social hours)	X	
Open-minded and willing to learn	X	
Sensitive and able to work with people of different faiths and cultures*	X	
Strong team player	X	
Comfortable working independently (self-motivated, leadership, etc) (intrinsically motivated//comfortable working with reduced supervision) (self-starter, proactive, resourceful) (can create goals & accomplish individual goals, etc)	X	
Comfortable working in a challenging setting, including managing potential security risks or responding to natural disaster risks (hurricanes, flooding etc.)	X	
Commitment to be in Haiti for min 1 year (2+ years desirable)	X	

**(please note HCBH is a Christian based hospital and whilst candidates do not need to be a Christian, applicants should feel happy working within this environment)*

HOW TO APPLY:

Submit a cover letter and CV to the email below:

All applications should be submitted via email no later than 15 November 2023:

HaitiTeam@hopehealthaction.org

Notes:

- Applications sent online should have all documents attached in one PDF
- Hope Health Action Haiti is an equal opportunity employer, while we thank all applicants for their interest any form of lobbying will lead to automatic disqualification