



# MEDICAL VOLUNTEERS INTERNATIONAL

## Person Specification: Medical Coordinator

**Location:** Thessaloniki

Qualifications
Medical qualification: Nursing, Paramedicine, Medicine or similar
Experience
<i>Essential:</i> <ul style="list-style-type: none"><li>● 2 year post qualification clinical work experience</li><li>● Team leadership or mentorship in a clinical or other setting</li></ul> <i>Desirable:</i> <ul style="list-style-type: none"><li>● Experience working in a non-clinical medical setting</li><li>● Experience working with vulnerable groups, particularly Refugees</li><li>● Primary care, urgent and/or emergency care setting experience ideal</li><li>● Project Management experience</li><li>● Experience working or volunteering in a multicultural setting</li></ul>
Personal Attributes
<ul style="list-style-type: none"><li>● flexible person</li><li>● Interprofessional attitude with good leadership skills</li><li>● Ability to work in a multinational, diverse team, with respect for different cultural norms</li><li>● Team leader and player, with ability to solve interpersonal issues, promote team welfare and participation</li><li>● Good organisational, deadline and project management skills</li><li>● Good communicator, open, fair and transparent interactions</li><li>● Problem solving, particularly in a team environment</li><li>● Word, excel, email and other computer skills</li><li>● Able to work under own initiative</li><li>● Commitment to MVI's values and a working style that reflects these</li><li>● Commitment to MVI's Code of Conduct and Policies</li><li>● Language skills a plus but not essential: Greek, French, Arabic, Farsi, Urdu or Bangla</li></ul>



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**Job Title: Medical Coordinator**

**Location: Thessaloniki**

**Reports to: Board**

The Medical Coordinator leads the clinical aspects of the MVI mission in Thessaloniki. You will manage our clinic on a day-to-day basis, as well as have oversight on medical decision making through: liaising with the multidisciplinary team; using our wider network of medics and consultants for advice and support; becoming the expert in Thessaloniki's referral pathways – we already have most of this insight to share, plus you will build your own network while in the field. You will represent MVI Thessaloniki at external meetings, particularly with other medical partners, and be able to provide them with knowledge and information on our programme, as well as the wider healthcare context in Thessaloniki for homeless, Refugee and other vulnerable populations. You will exemplify interprofessional and multicultural teamwork and leadership, as well as flexibility and adaptability to our ever changing and challenging situation. You will promote and build a good reputation for MVI Thessaloniki.

## Purpose

Provide technical leadership to the multidisciplinary team of Doctors, Nurses, Paramedics, Medical Students, Physiotherapists and Interpreters, to provide timely and effective clinics. Ensure the best care is provided to our patients, through relevant and up to date knowledge on the referral options in Thessaloniki; most of our volunteers join for a short period of time (2 weeks minimum), and cannot have an overview of the complex healthcare system (both Greek and INGO) available.

## Key Responsibilities

### *Volunteers:*

- Operational and technical induction to Thessaloniki programme, ensuring good basic technical knowledge of the programme for short-term Medical Volunteers.
  - Supporting Volunteer Interpreters to adapt effectively to a medical setting, including ensuring understanding and comprehension of terminology and how to interpret alongside medics.
  - Day-to-day operational lead for the medic team in clinic - right equipment, patient records, keys, decision-making etc.
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## *Clinical Leadership:*

- Day-to-day mentoring of the Volunteer medics to provide safe, efficient, and best practice clinic, acting as the 'go-to' on difficult decision-making or referral pathway choices.
- Maintain and build medical referral options in Thessaloniki for complex or chronic patients, and update and mentor the Volunteer teams on these – *we already have well established pathways.*
- Lead and ensure follow through on patient referrals through mentorship of the medics responsible and facilitating relevant discussion at Team Meetings.
- Reporting regularly on impact, numbers, demographics etc – we have a demographics database to assist this.

## *Partners & External Relations:*

- Maintain and build key partnerships which support and enhance the programme in Thessaloniki, from UN/Multilateral level to grassroots through networking, meetings and advocacy.
- Day-to-day point of contact for existing partners on medical matters; liaising on new collaborative opportunities

## *Logistics & Administration:*

- Monthly statistics reporting as needed; patient demographics, donor funding reports on clinic, patients and pharma information.
- Pharmaceutical, medical kit and inventory and stock management including: sourcing and maintaining suitable pharma and kit, cleanliness and upkeep together with the volunteers.
- Support and input to Greek NGO governmental requirements, such as legal and medical compliance.
- Update and maintain relevant programme documentation e.g. MVI Policies, medical protocols, and referrals information.

## *Other:*

- Other team tasks as required: supporting medical and kit bag refill, donations sourcing and sorting, etc.
  - Leading and contributing to projects relevant to Thessaloniki programme.
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