



**MEDICAL VOLUNTEERS
INTERNATIONAL**

Call for a medical coordination in Athens

Start and Duration: 15.03.24 – at least 6 months

Location: Athens/Greece

Salary: Honorary 800€/ month

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; 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. Maintenance of partnerships and close exchange with the field coordinator. Stand up for human rights.

Key Responsibilities

Volunteers:

- Monthly rostering and planning
- Operational and technical induction to the program, ensuring good basic technical knowledge of the program 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 mobile medic teams in clinics, street- and Camp outreaches, - right equipment, patient records, keys, decision-making etc.
- Day-to-day mentoring of the Volunteer medics to provide safe, efficient, and best practice clinics, acting as the 'go-to' on difficult decision-making or referral pathway choices.
- Maintain and build medical referral options 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.



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- Identify new clinic opportunities or expiration of current clinics, reporting regularly on impact, numbers, demographics etc – we have a demographics database to assist this.
- Medical Casework

Partners & External Relations:

- Day-to-day point of contact for existing partners on medical matters; liaising on new collaborative opportunities and participating in meetings

Logistics & Administration:

- Monthly statistics reporting as needed; patient demographics, donor funding reports on clinic, patients and pharma information.
- Pharmaceutical, medical kit and stores management including: sourcing and maintaining suitable pharma and kit, inventory and stock management, cleanliness and upkeep. The Volunteers perform stores duties on non-clinical days and an assistant supports the day-to-day operational running of our stores but needs weekly input/oversight.
- Support and input to Greek NGO governmental requirements, such as legal and medical compliance.
- Update and maintain relevant program 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, team phone responsibility etc.
- Leading and contributing to projects relevant to Athens program.

Applications are open until 15th February 24

Send your application and CV to: application@medical-volunteers.org