



## **Medical Coordinator Job Description**

**Reports to:** Field Director

**Works closely with:** All Samaritan Aviation Missionary staff, PNG national staff, volunteers, national partners, NGO's and medical professionals at Boram.

### **Skills/Qualifications required:**

- Licensed, experienced medical provider with emergency care preferred.
- Patient transfer experience.
- Growing communication skills in Tok Pisin (training will be provided).
- Organized, reporting skills, administrative skills.
- Computer experience.
- Excellent time management.
- Cross-cultural experience.

**Job Description:** The Medical Coordinator provides oversight of all medically related efforts that are part of Samaritan Aviation's strategic plan. This position requires hands-on leadership, actively being a part of Life Flights, acquiring medical supplies from AMS and ensuring all medical supplies are properly shipped and weight are properly entered by the pilots into the SA database.

Those filling leadership positions for SA are encouraged to set an example of servant-leadership, good character, integrity, work ethic and a wholesome family investment.

### **Responsibilities:**

- Provide phone triage for all incoming emergency calls (Monday through Friday).
- Dispatching medical flights in coordination with the Chief Pilot.
- Communicate to and dispatch national flight nurses for all Life Flights.
- Provide oversight of all medical delivery logistics.
- Facilitate Polio and other government health initiatives.
- Train volunteer national Life Flight nurses.
- Engage in partner needs and building partner relationships.
- Relationship building with all volunteer flight nurses, all medical partners including Boram Hospital, Provincial Health, Catholic Health, and all other medical aspects of our flight program.

- Overseeing and maintaining all needed medical supplies for life flights, village outreach, and SA first aid equipment.
- Provide skilled emergency care as needed for life-flights when national medical volunteers are unavailable.
- Work with the local Hospital Ministry staff in meeting the physical needs of the SA life flight patients.
- Data entry for each patient for organizational reporting and tracking.
- Collaborate with the Outreach Coordinator to organize and conduct community health efforts such as vaccine outreaches in rural communities of the East Sepik province.