



## **SCOPE OF WORK**

### **Community Health Toolkit Intern**

**TO APPLY:** For information on how to apply, please email us at [volunteer@medicalteams.org](mailto:volunteer@medicalteams.org) or apply today by clicking on the “Apply” button on the Internships page.

**BACKGROUND:** Medical Teams International is a Christian humanitarian relief agency focused on providing life-saving medical care for people in crisis, such as survivors of natural disasters and refugees. We serve all people – regardless of religion, nationality, sex or race. Medical Teams International focuses on health and medical sectors, working within communities and with local health partners, and mobilizes thousands of professional volunteers. Medical Teams operates in two contexts:

1. Sudden onset emergencies such as hurricanes and earthquakes.
2. Protracted emergencies such as forced displacement of people or post-conflict/disaster areas.

Medical Teams International offers three types of services in these contexts:

1. Direct Health Services (DHS) – medical care for refugees and US based mobile dental care.
2. Health Systems Strengthening (HSS) – capacity building and strengthening the quality and delivery of services, improving logistics and providing supplies.
3. Community System Strengthening (CSS) – empowering communities and training community health workers and volunteers, building community-based demand for services.

Currently, Medical Teams International operates in seven (7) countries, with over 1,500 employees worldwide. Country offices are operating in Bangladesh, Colombia, Guatemala, Lebanon, Liberia, Uganda, and Tanzania. In addition to principal funding from UNHCR, UNICEF and BPRM, Medical Teams International endeavors are supported by private donors.

**TITLE:**

Community Health Toolkit Intern

**GOAL:**

Provide support to the Medical Teams International Community Health Advisor (based in Kampala, Uganda) through remote desk review of best practice and existing tools and in-country engagement with Public Health Officers and Community Health Managers to revise Medical Teams International’s community health program framework, resources and tools.

**LENGTH OF INTERNSHIP:** TBD May 2020 to TBD September 2020 (dates to be determined by academic calendar); HQ based (Portland, OR) with up to 3-weeks in Uganda and/or Tanzania for in-country work with Community Health Advisor and program staff. In-country visit dates and length of trip to be determined by Community Health Advisor need and intern availability.

- 25 - 30 hrs/week - USA
- 30 – 40 hrs/week – Uganda and/or Tanzania

TBD/HQ/May - September 2020

**INTERN SUPERVISOR & CONTACT INFORMATION:**

Supervisor – Community Health Advisor

Collaborators – HQ HR International Officer, HQ Uganda and Tanzania Program Officers, HQ Global Program Director and Humanitarian Response Team Director.

**MEDICAL TEAMS RESPONSIBILITIES:**

Medical Teams will be responsible for all costs associated with:

- Round trip airfare Portland OR, USA to Kampala, Uganda or Kibondo, Tanzania
- Business related transportation in Uganda and/or Tanzania
- Business related communications
- Visa costs
- Required immunizations

**INTERN RESPONSIBILITIES:**

Intern will be responsible for all costs associated with:

- Living expenses (US and Uganda and/or Tanzania)
- Oregon Transportation costs
- Maintaining personal computer which will be used for the internship
- All other costs associated with this internship

**LOCATION:**

Portland, OR USA and Uganda and/or Tanzania

**LEARNING OBJECTIVES:**

The successful candidate will possess a desire to learn how community health programming plays a critical role in creating wholistic public health interventions and supporting organizational mission and objectives.

This internship provides the candidate an opportunity to research and document community health best practices, standards, frameworks and data collection systems and tools to improve community health services in refugee settings. The candidate will have the opportunity to advance their skills in a fast paced and dynamic organizational culture. The intern will also gain understanding of building relationships within the context of community health outreach and how their efforts impact the broader organizational context.

Additional learning objectives may be negotiated with the intern, depending on skills, interests, and country program needs.

**GENERAL SCOPE:**

- Collate current organizational community health practices and standards, data collection tools, human resource or organization structures to set minimum standards and provide supply country offices with tools to ensure global standards.
- Improve internal and external community health quality standards and requirements.
- Research and disseminate knowledge in support of community health best practices and learning, including guidelines, tools, case studies, and training materials.

**SPECIFIC ACTIVITIES:**

## USA:

- Desk review of community health best practices in refugee settings
- Review and revision (if needed) of Medical Teams International Program Manual community health guidance, frameworks and standards
- Remotely collaborate with Community Health Advisor to document current community health implementation
- Collaborate to develop a Global Community Health Toolkit (recommend policies, procedures, tools, training resources, etc.)

## Uganda and/or Tanzania:

- Support Medical Teams International's Community Health Advisor and Uganda and/or Tanzania Community Health team to discuss and document implementation of community health policy and tools
- Meet with Medical Teams Community Health Advisor and Uganda and/or Tanzania Community Health team in a field office to discuss implementation of community health practices, standards and tools, noting challenges (staffing, timing, tracking, reporting)

**DELIVERABLES:**

- Desk Review of community health best practices in refugee settings
- Documentation of current community health practices, human resource systems, data collection tools and implementation status of Medical Teams country programs
- Medical Teams Global Community Health Toolkit (draft)

*THE IDEAL CANDIDATE SHOULD POSSESS THE FOLLOWING QUALIFICATIONS:*

- Proven experience and/or interests in technical writing and strategic content management
- A detail-oriented mindset and desire to expand community health skillset
- Excellent writing and communication skills
- Knowledge of research methods (quantitative and qualitative)