

INTERNSHIP POSITION INFORMATION

Internship Position Title:	Health Administrator
Country:	Jamaica
City:	St. Ann's Bay (Jamaica), Kingston (Jamaica) & St. John's (Newfoundland)
Sector:	Securing the future for children and youth
Position Description:	<p>Project Description: Interns will help to improve access to sexual and reproductive health services in the country. They will help to serve the reproductive and sexual health needs to the people of Jamaica through health promotion and advocacy campaigns, research and policy projects, and education and program development. The interns will also conduct gender based violence screening, diabetes and hypertension screening, and HIV/STI screening. They will also provide clinical services such as contraceptive services (condoms), health checks (blood pressure, blood sugar and urine sugar tests), provide education and conduct counseling on a variety of Sexual and Reproductive Health (SRH) issues, and disseminate health information including executing condom demonstrations. The needs for these services were identified from the performance reports of the Government of Jamaica, which indicate the country's trends in key SRH indicators such as maternal and child death rate, HIV infection vulnerability rate for specific populations, adolescent pregnancy rate.</p> <p>Position Description:</p> <ul style="list-style-type: none"> • Execute strategic actions according to the Annual Strategic Work Plan. • Develop and update the human resources manual. • Support the CEO's day to day planning of activities and arranging meetings • Coordinate organizational events such as training events on SRH and GE in community schools. • Support administrative tasks related to board meetings, staff meetings, and at the Annual General Meeting • Provide general peer education support to young people. • Liaise with board members, volunteers and staff. • Coordinate the recruitment of new staff and volunteers. • Support the coordination of financial activities of the organization • Represent the CEO at key meetings, as required. • Receive stakeholders and clients at the head office and clinic. • Provide HIV pre and post counseling services. • Provide counselling support at health fairs. • Organize and conduct training sessions with youth, women and community groups in SRH and GE issues • Assists with any other duties as required. • Conduct public engagement activities to share experiences related to international development <p>Qualifications:</p> <ul style="list-style-type: none"> • Have a degree in a health related field or International development • Experience working with individuals, especially in vulnerable situations • Demonstrate interest in adolescent, young adult sexual and reproductive health issues • Demonstrate interest in maternal, newborn and child health issues • Knowledge of sexual and reproductive health

	<ul style="list-style-type: none"> • Excellent written and personal communication skills) • Have good command of the English Language. • Understanding of Jamaican dialect an asset • Ability to engage people on complex issues using information and language that is accessible to all people • Have good interpersonal skills and can work in a team-oriented environment. • Demonstrate strong leadership abilities • Have an ability to work autonomously • Be respectful and tolerant of differences. • Work effectively in a multi-cultural environment. • Demonstrated interest and/or experience in public engagement activities <p>APPLICATION DEADLINE: 11:59PM AST June 5th, 2016</p>
Start Date of Internship:	Mid to end of August 2016
End Date of Internship:	March 31st, 2017
Host Organization:	Jamaica Family Planning Association - Jamaica Centre for Nursing Studies - Canada
Host Organization Details:	<p>Jamaica Family Planning Association (FamPLAN) was established in 1957 by Dr. Lenworth Jacobs and his wife Beth in response to overwhelming need and gaps in the delivery of family planning services to the poor and vulnerable in low income, rural and urban communities across Jamaica. The organization provides access to quality sexual and reproductive health services to persons who are poor and marginalized living in rural and urban areas in Jamaica. The organization’s mission is to: “Respond to the need and demand for family planning and reproductive health services for adolescents, men and women and in particular among the underserved in rural and urban areas. FAMPLAN will work in partnership with the Government of Jamaica and all interested non-governmental agencies in order to achieve a better quality of life for all.”</p> <p>The Atlantic Council for International Cooperation’s member and Canadian partner for the internship is Centre for Nursing Studies (CNS). CNS is a nursing school in Newfoundland and Labrador. The CNS prepares caring, skilled, knowledgeable, and professional nurses with high ethical standards who are responsive to the needs of clients, employers and partners. They strive to promote an environment that facilitates learning excellence, aimed at preparing caring and competent practitioners. Collaboration, with an emphasis on partnership, is an inherent value and key to their achievements.</p> <p>The CNS has been working with Brownstown Community College in Jamaica in the delivery of educational programs since 2009. The school has a long history of collaboration with FAMPLAN Jamaica with placement of students to provide health promotion, disease prevention, health education on family planning and sexually transmitted diseases, as well as counselling.</p>