



## **Job Description: Grounds for Health Program Intern**

The Grounds for Health Program Internship is a fulltime, unpaid position that will be located at one of our program sites in Nicaragua or Tanzania. As part of the Grounds for Health team, the intern provides support for all aspects of our current program.

Grounds for Health, a nonprofit based in Waterbury, Vermont, works with coffee-growing communities to establish sustainable cervical cancer prevention programs. Members of the specialty coffee industry founded the organization in 1996 to address women's lack of access to basic health care services in growing regions. Grounds for Health focuses on the early detection and treatment of cervical cancer, the leading cause of cancer deaths for women in developing countries. By partnering with coffee companies, medical communities and local coffee co-operatives, Grounds for Health works to create locally managed, sustainable and effective cervical cancer prevention and treatment programs.

### **Qualifications / Requirements**

- Strong academic background in international health, development and/or related field
- Interest in international public health with a focus on women's health and/or community organizing and development
- Ability to work independently
- Superior organizational skills
- Prior international experience preferred
- Prior experience in education, project management and/or primary health care delivery preferred
- Latin America: Conversational fluency in Spanish is required
- Tanzania: Familiarity with Kiswahili is preferred

### **Length of Term**

A minimum of four months, either in Vermont or at one of our partner sites in Latin America or Tanzania. An orientation will be conducted prior to departure, including at least one visit to Vermont to work with the Grounds for Health staff.

## **Scope**

The program intern will:

- Participate as a member of the Grounds for Health program team working towards the successful implementation of existing clinical and health promotion programs
- Provide technical and general assistance to Grounds for Health in-country staff
- Provide technical and general assistance to our co-op partners

## **Key Focus Areas / Activities**

**Communication assistance among partners (including with VT office):**

- Attend regular meetings with Grounds for Health's in-country clinical supervisor and program assistant, where applicable. Includes weekly planning and debrief meetings.
- Write and maintain a log to track the significant happenings of the week including questions, issues and successes. This will be emailed to the USA Grounds for Health program team at weekly intervals.
- Conduct regular phone calls with a member of the USA program team
- Facilitate communication between USA program team and in-country staff

**Administrative and technical support for in-country staff:**

- Provide basic technical support for in-country staff (computers, software, Skype, etc.)
- Provide administrative assistance for in-country staff (e.g. arranging meetings, helping with report writing, organizing transportation, etc.)

**Logistic support and preparation for the Grounds for Health trainings and campaigns:**

- Support the clinical coordinator and partner co-ops in selecting a site for the clinical training activities
- Support the clinical coordinator and partner co-ops in selecting the site(s) for the didactic and health promoter training activities

- Assist in making arrangements for hotels and meals for the volunteer team
- Assist in making arrangements for meals for didactic and clinical training activities
- Assist with coordinating ground transportation for the whole team.

**Co-op outreach and training:**

- Conduct regular visits to all co-op partner sites to support management capacity of co-op coordinator
- Accompany co-op coordinators at cooperatives' meetings of delegates to assist in explaining project and continue to build understanding and acceptance
- Assist with coordination of meeting and training schedules among co-op partners
- Coordinate transport to target communities for meetings, trainings and monitoring visits

**Community Health Promoter (CHP) outreach and training:**

CHPs need to be identified, trained and supported, as their role in the Grounds for Health model is critical in strengthening our work at the community level. Activities will be undertaken in close collaboration with co-op coordinators and include:

- Assist co-op and clinical coordinator in establishing and training a group of CHPs in the region
- Travel with co-op coordinators and the Grounds for Health clinical coordinator to accompany CHPs in community sensitization efforts
- Support CHPs in advance of the screening campaigns to sensitize the community and register women who match the Grounds for Health criteria for cervical cancer screening
- Collaborate with the co-op coordinators and CHPs during screening campaigns to manage patient information and follow-up
- Collaborate with the co-op coordinators and CHPs after the screening campaigns to distribute results and ensure follow-up

**Monitoring and supportive supervision assistance for the in-country Grounds for Health clinical coordinator:**

- Accompany the clinical coordinator on monitoring and supervision visits to Grounds for Health-trained local providers
- Assist in assessing the tools used for these supervision visits, providing feedback and suggestions in terms of what is useful and what might need to be modified
- Assist in analysis of the data collected from these visits to identify trends and areas in need of intervention
- Coordinate transport for clinical supervision visits