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| **Position Title:** | Clinical Sites Coordinator |
| **Position Number:** | 5001 |
| **Reports To:** | Associate Director, Operations |
| **Project Worksite:** | Central Office |

**About PREVAIL:**

PREVAIL, or the Partnership for Research on Vaccines and Infectious Diseases in Liberia, is a clinical research partnership between the U.S. Department of Health and Human Services and the Liberian Ministry of Health

**Summary of Position:**

The Clinical Sites Coordinator will monitor and coordinate clinical research sites to ensure that minimum standards are met by all sites.

**Description of Responsibilities:**

* Monitors health care facility to ensure that the capacity to provide clinical care to survivors is present and meets acceptable standards and were lacking,
* Collaborate with institutions and the MOH for augmentation to meet and maintain these standards.
* The ideal candidate will work collaboratively with private and governmental clinical and community agencies to ensure facilities capacity to provide care and foster positive relationships with care clinical partners.
* They will collaborate with sites management and other individuals as needed to ensure necessary resources and agreements are in place for appropriate clinical services
* Attend regular clinical care network meetings and follow up on require actions
* Work closely with Case Managers and Sites Managers to facilitate information flow and follow up on referrals to ensure that appropriate clinical services are provided as requested
* Serve as an essential link between patients and all other care providers.
* Facilitate appointments for consults and support services within established service standards, including social workers, physician, etc.
* Coordinate and develop concise patient summaries for use by the care team, and document recommendations made utilizing standardized care protocols in accordance with nationally recognized care guidelines.
* Facilitate the follow up of participants throughout the continuum of care at different sites, including care management resources.
* Responsible for outreach efforts to establish and maintain positive working relationships with key collaborators (Clinical care sites, Research sites, social services, etc.).
* Other duties as assigned

**Summary of Qualifications:**

* **Education:** BSN degree prefer, or degree in other related fields.
* **Preferred Job-related Experience:** At least 3 years of relevant experience…
* **Additional Eligibility Qualifications: Excellent computer skills and familiarity with Microsoft Office programs. Demonstrate an understanding of standard clinical research procedures and regulation**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned with or without notice.

*FHI Clinical values the diversity of our workforce. Without limiting the scope of the preceding provision, all persons who work or who seek to work in Liberia are entitled to enjoy and to exercise the rights and protections conferred by the Decent Work Act of 2015 irrespective of:  race, tribe, indigenous group, language, colour, descent, national, social or ethnic extraction or origin, economic status, community or occupation; immigrant or temporary resident status; sex, gender identity or sexual orientation; marital status or family responsibilities; previous, current or future pregnancy or breastfeeding; age; creed, religion or religious belief; political affiliation or opinion, or ideological conviction; physical or mental disability; health status including HIV or AIDS status, whether actual or perceived; irrelevant criminal record, acquittal of a crime or dismissal of a criminal prosecution against them; or personal association with someone possessing or perceived to possess one or more of these attributes.*

**Process to apply for this position:**

**Deliver the application to**:FHI 360 Financial Management Center

16th Street, Payne Avenue, Sinkor

Monrovia, Liberia

202-884-8000

**OR**

**Send an email to:** [LiberiaRecruitment@fhiclinical.com](mailto:LiberiaRecruitment@fhiclinical.com)

**INCLUDE**: Position Title and number, Current CV/Résumé, FHI Clinical Job Application