
CLINICAL PROGRAMS MANAGER (USA)



JOB DESCRIPTION

OCTOBER 2021

Employer:	Adara Development (USA)
Location:	Edmonds, WA (USA)
Employment status:	Part Time (0.6 - 0.8 FTE)
Reports to:	Global Health Director

OVERALL JOB GOAL

To provide clinical expertise in the care of newborns throughout Adara's programs with the goal of reducing newborn deaths.

KEY RESPONSIBILITIES

The key objectives of the Clinical Programs Manager (USA) role are as follows.

- **Participate in the development and management of Adara's programs.** These programs currently include: Kiwoko Hospital's neonatal intensive care unit, maternity ward, antenatal unit, and Community Based Healthcare Program, as well as several other programmes and research studies (Hospital to Home, AdaraNewborn, and Baby Ubuntu).
 - Ensure all programs are evidenced-based and best practice.
 - Work with the global health team to develop new programs, as necessary.
 - Work with monitoring and evaluation team to ensure programs are meeting their goals and integrate learnings into existing clinical programs.
 - Provide administrative support for projects including reports, budgets, and project management.
 - Respond to requests for clinical research or support from teams on the ground
- **Provide clinical expertise and support for Adara's programs.**
 - Act as a clinical advisor for Adara's programs.
 - Coordinate and conduct clinical training and education for Adara's programs.
 - Assist the global health team to identify and mitigate potential risks in our clinical programs.
 - Participate in partner calls to provide clinical guidance and expertise.
- **Develop and provide teaching and education materials for maternal, newborn and child programs.**
 - Assist in the development of a newborn care curriculum for a low-resource setting.
 - Assist in development and implementation of clinical policies and guidelines.
 - Develop training plans and other materials for Adara's programs.
 - Where needed, deliver training virtually or in person to support Adara's programmes in Uganda.
- **Support Adara's research projects.**
 - Work with the global health team to develop new research studies.
 - Assist the global health team in the writing of research grants.
 - Provide oversight of clinical work in research studies.
 - Develop materials to support the implementation of research studies.
- **Work collaboratively with Adara's Global Health Team**
 - Provide Global Health Director with regular program updates
 - Participate in team meetings, including virtual meetings with teams overseas
 - Maintain flexibility to meet across time zones and outside of normal business hours

QUALIFICATIONS AND EXPERIENCE

- Minimum of five years of neonatal intensive care unit experience
- Experience in Maternity care and/or Labor and Delivery desirable
- Bachelor of Science in nursing required
- Master's degree desirable
- Experience working in developing countries desirable
- Experience in program development desirable
- Experience in curriculum development or nursing education desirable
- Experience in clinical research desirable

COMPETENCIES

- Strong clinical knowledge and skills
- Strong written and verbal communication skills
- Strong writing and editing skills
- Strong teaching and mentoring skills and a passion for sharing knowledge
- Interest in international development
- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures
- Patience, flexibility and adaptability
- Ability to work under pressure to meet deadlines (across multiple time zones)
- Excellent time management and organizational skills
- Willingness and ability to travel internationally, multiple times per year and up to 4 weeks at a time
- Ability to work autonomously as well as collaborate as part of a team
- Great sense of humor
- Demonstrated accountability, integrity and trust
- Confidence in public speaking

KEY CONTACTS

- **Internal Contacts**
 - Reports directly to the Global Health Director, with close collaboration with the Senior Clinical Advisor (US)
 - Adara USA staff
 - Adara medical volunteers
 - Adara Uganda staff
 - Adara Australia staff
- **External Contacts**
 - Staff of Kiwoko Hospital
 - Global health organizations in the US and Uganda
 - Ugandan Ministry of Health and the National Newborn Steering Committee

LOCATION

Adara is completely focused on the wellbeing and safety of our teams around the world at this time of COVID-19. All our team members are able to work flexibly from home as well as from a physical office space. All our team are fully equipped to work productively and safely from their homes. As long as it is COVID-19 safe, the candidate will be expected to work from our physical office space on a number of days per week. Full time employees will be expected to work at least two days each week in the office. Part time employees will be expected to work at least one day each week in the office. This is subject to your manager's discretion and operational requirements.

The Adara Group is an equal opportunity employer and a child-safe organization. All employees are required to undergo criminal background checks and sign our Child Protection Policy.

THE ADARA GROUP

OUR CULTURE AND VALUES

WE, THE ADARA FAMILY, UPHOLD THESE VALUES AT ALL TIMES...

COMPASSION

- Our reason to be is to provide support to vulnerable women, children and their communities living in extreme poverty
- We believe everyone has a right to health and education services no matter where they live

TEAM WORK

- We work as a team and we support each other
- We are open, honest and kind
- Failure and mistakes are OK – this is how we learn and grow
- We make Adara a happy and productive place to work

MUTUAL RESPECT

- We listen to other people's point of view
- We celebrate and promote diversity
- We abhor discrimination in any form

INTEGRITY AND EXCELLENCE

- We act with deep respect, integrity and humility
- We strive to be fair to everyone on the team
- We work to a standard of excellence

PASSION

- We work hard
- We laugh and we have fun
- We are optimistic and positive
- We don't count hours: we measure outcomes

UNCONVENTIONALITY

- We think outside the box
- We are not afraid to be different