



## **Asociación Pop Wuj – Public Health Coordinator**

*(Revised July 2018)*

The intern's primary activities will be to coordinate medical and public health-related work in the Medical Projects funded and administered by the Asociación Pop Wuj. These projects include the Pop Wuj Clinic and the Nutrition Program. Pop Wuj's other projects are the Scholarship Program, the Family Support Center, the Safe Stove Project, the Reforestation Project, and the Recycling Program. All Pop Wuj projects are located in Quetzaltenango (Xela) and nearby rural communities. This internship is full time (requiring 40 hours per week) and requires a three-month minimum commitment.

The Asociación Pop Wuj runs the Centro de Estudios de Español Pop Wuj, or Pop Wuj Spanish School, a nonprofit that directs all proceeds to its community development work. The projects are also funded in part by donations via Foundation Todos Juntos and a partnership with Timmy Global Health. Timmy Global Health also operates Pop Wuj-based medical brigades five times a year.

### **General Information about the Pop Wuj Medical Projects**

The Asociación Pop Wuj serves Xela and surrounding rural communities where healthcare access is extremely limited. The two primary projects are the Pop Wuj Clinic and the Nutrition Program. The Public Health Coordinator also assists with Timmy Global Health brigades and related patient follow-up.

#### The Pop Wuj Clinic

Since 2005, the Pop Wuj Clinic has provided family medicine and pediatrics to Guatemalans who cannot afford medical care. Although public healthcare is theoretically free, Guatemala's healthcare system is so chronically short on everything from space to staff to supplies that procuring timely, appropriate care at public facilities is essentially impossible. Our clinic is open to the general public but also serves the Pop Wuj community, including participants in all our projects. Thanks to the support of Timmy Global Health, the Pop Wuj Clinic is now open almost year-round regardless of Medical Spanish Program enrollment. While open, the Pop Wuj Clinic offers free or low-cost consults, including chronic patient care, and follow-up treatments.

In a typical week the clinic is open on Tuesday, Wednesday, and Friday mornings, although on many Wednesdays we operate a mobile clinic in a rural community instead. In high season for the Medical Spanish Program, Pop Wuj programs additional clinics as needed to take advantage of higher volunteer numbers. Students in the Medical Spanish Program work in the Pop Wuj Clinic alongside Guatemalan doctors, a nurse, and long-term volunteers.

#### The Nutrition Program

Guatemala's rate of chronic malnutrition in children under age 5 is almost 50%, the highest in Central America and among the highest in the world. The Nutrition Program works with about 100 babies at a time in three rural communities near Xela where malnutrition is even commoner: Llanos del Pinal, Buena Vista, and La Victoria. Admitted at 6 months old, when they can begin eating solid foods, participating babies receive 18 to 30 months of treatment for acute or chronic malnutrition or low weight for age and for any other illnesses they might contract. We offer additional support and education to participating mothers, including priority admittance into the Safe Stove Project.

The Pop Wuj medical team typically operates the Nutrition Program 3 out of every 4 Thursday mornings, with a visit to each of the three communities followed by a week off. Participation is optional for students in the Medical Spanish Program.

Please note that Pop Wuj's medical staff members are liable for the medical care administered by volunteers. Although interns should help volunteers provide excellent care in the medical projects, the Public Health Coordinator is not liable for the medical care administered by volunteers. Nor should the Public Health Coordinator ever administer care to patients beyond their professional qualifications.

## Responsibilities

- Work closely with Pop Wuj's Director of Social Projects, Carmen de Alvarado; the Director of the Medical Program, Roney Alvarado Gamarro; Timmy Global Health staff; and Pop Wuj medical staff to coordinate Pop Wuj's medical projects.
- Attend and assist with the Pop Wuj Clinic and/or mobile clinics at least 3 days per week and the Nutrition Program when it operates.
  - Travel to various rural communities for mobile clinics, Nutrition Program meetings, and chronic/referral patient care.
  - Educate patients and develop materials to facilitate their education.
  - Conduct social work in the medical projects.
  - Translate English/Spanish for patients as needed.
  - Organize the clinic and pharmacy and monitor medication inventory.
- Coordinate Pop Wuj Medical Spanish students' volunteer work in the medical projects and serve as a liaison between students and the projects.
  - Attend weekly all-school Monday morning meetings and Thursday evening dinners.
  - Translate medical conferences and cultural competency course lectures as needed.
  - Provide volunteer orientation in the medical projects.
  - Create a medical projects schedule according to the professional qualifications and Spanish levels of volunteers.
  - Assist in supervising volunteers in the medical projects.
- Support Timmy Global Health staff in Guatemala with Pop Wuj-based medical work.
  - Participate in week-long medical brigades 5 times a year (usually as a translator, educator, or distributor of medications in the pharmacy).
  - Help provide follow-up care for chronic/referral patients, including accompanying patients/families for follow-up appointments, helping patients navigate the Guatemalan health care system, and maintaining records.
- Assist with non-medical Pop Wuj projects as able.
- Become familiar with Pop Wuj's medical projects and share their work with students, donors, and the general public.
  - Participate in the cultural competency lecture series at the beginning of the internship.
  - Take photos and videos of Pop Wuj's community development work in and around Xela.
  - Produce content (in English) for Pop Wuj's blog ([proyectospopwuj.blogspot.com](http://proyectospopwuj.blogspot.com)).
  - Research and write status reports as needed for the Foundation Todos Juntos biannual newsletter (*Solidaridad*), quarterly FTJ updates, etc.
  - Update and maintain Pop Wuj's project database and Google Drive.
  - Organize benefits and special events as needed.

## Requirements

- Intermediate to fluent Spanish
- Experience or education in healthcare (e.g. nursing, medicine, or public health)
- Strong organizational skills
- Strong leadership skills
- Strong written and verbal communication skills
- Flexibility and adaptability
- Ability to work as part of a team and independently
- Interest in diverse tasks and responsibilities
- Basic familiarity with computers and social media
- Willingness to learn about and respect the Guatemalan culture
- A lot of energy!

Please note that an intern's Spanish level heavily dictates the work they'll be able to do in the projects. The more advanced the Spanish, the more an intern can participate actively in meetings, translation, patient interactions, etc.

The internship can be completed at any time during the year. The clinic is open year round, usually with the exception of the last two weeks of December and first week of January. The Asociación Pop Wuj is willing to extend the internship should the intern succeed during the first five months and have interest in continuing. The Asociación Pop Wuj also offers other internship opportunities should the intern be interested in another project.

## Supervision

Director of Social Projects Carmen de Alvarado will supervise the intern. The full team of volunteers and Social Work Spanish students meets with the director every Monday morning. Although this meeting covers projects other than the environmental projects, attendance is crucial. All volunteers and coordinators work together in the projects and learn from each other's obstacles and successes. Because Carmen has many years of experience working in rural communities, we rely on her expertise and cultural awareness to guide our work. No significant change or new work should be undertaken without first consulting her. Outside our Monday meetings, Carmen is available to meet individually with volunteers as needed. Pop Wuj's medical staff and Student Coordinator and Timmy Global Health staff are not formal supervisors but are available for day-to-day support.

Pop Wuj's medical staff supervise all medical care administered in the projects.

## Internship Cost

Each intern pays a \$300 fee that is shared equally between EntreMundos and Pop Wuj. This payment defrays the costs of training and materials. The \$300 must be paid in full to the Volunteer Coordinator at EntreMundos by 6 p.m. on the Friday of the intern's second week at Pop Wuj. Failure to complete payment by then will result in suspension of the internship.

## Recommended Equipment

A laptop (and/or tablet) is extremely useful both to access Pop Wuj's electronic medical records system and to do various coordinating, writing, etc. in the projects' off-hours. A camera greatly facilitates publicity work. Pop Wuj's Student Coordinator may be able to lend these items on occasion, but we strongly recommend that interns bring their own if possible.

## Additional Expenses

Each intern is responsible for their own room and board in Xela, transportation costs when using public transportation to work in the projects, and Thursday dinner payment. Interns may choose to live with a Pop Wuj host family (who provide a private room and 3 meals a day, 7 day a week) for \$50 USD per week or to arrange their own accommodations with guidance from the EntreMundos Volunteer Coordinator. As an example, public buses charge Q4 (\$0.50 USD) for round-trip fare from Xela to Llanos del Pinal, where Pop Wuj operates various projects. Pop Wuj usually provides private transportation for mobile clinics, the Nutrition Program, scholarship meetings, and special events. Intern attendance is required at the Pop Wuj dinner, also attended by the Student Coordinator, at least one Pop Wuj director, and many students and teachers each week. Students pay

Q30 for their meal while staff and volunteers pay Q10 (\$1.25 USD). Pop Wuj offers free WiFi, which interns are welcome to use while Pop Wuj is open (M-F 8 a.m.-7 p.m., Sunday 11 a.m.-7 p.m.). However, interns pay for any additional internet usage at internet cafes, etc.

### Typical Schedule

The medical schedule at Pop Wuj varies with time or year, so describing a “typical week” is difficult. The sample schedule below includes common events at Pop Wuj, some of which are mandatory for interns and others of which depend on project priorities and intern interests. We have highlighted a sample schedule for the Public Health Coordinator in blue. Please note that working over 40 hours happens easily in a busy week, so interns can ask Carmen for permission to leave early or arrive late during unstructured periods.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEKEND
8 a.m. Activities Meeting 9 a.m. Medical Conference 10 a.m. Meeting with Carmen de Alvarado 10 a.m. Cultural competency course 1 p.m. LUNCH BREAK 2-5 p.m. Unstructured time for coordinating, writing, etc.	8 a.m. Pop Wuj Clinic 8 a.m. Scholarship Meeting (on- or off-site) 9 a.m. Cultural competency course 1 p.m. LUNCH BREAK 2-5:30 p.m. Safe Stove Project (off-site) 2-5 p.m. Unstructured time	8 a.m. Pop Wuj Clinic (on- or off-site) 8 a.m. Scholarship Meeting (off-site) 8:30 a.m. Safe Stove Project (off-site) 1 p.m. LUNCH BREAK 2-5 p.m. Unstructured time	8 a.m. Nutrition Program 9 a.m. Cultural competency course 1 p.m. LUNCH BREAK 2-5:30 p.m. Visit to the Family Support Center 5:30-6 p.m. BREAK 6-8:30 p.m. Pop Wuj Dinner	8 a.m. Pop Wuj Clinic 8 a.m. Family Support Center Mothers’ Meeting 1 p.m. LUNCH BREAK 2-5 p.m. Unstructured time	FREE  (Pop Wuj open Sunday 11 a.m.-7 p.m.)

### Additional Information

The Pop Wuj Projects Blog - [proyectospopwuj.blogspot.com](http://proyectospopwuj.blogspot.com)

Pop Wuj’s website - [pop-wuj.org/](http://pop-wuj.org/)

Foundation Todos Juntos - [todos-juntos.org](http://todos-juntos.org)

Pop Wuj’s Facebook – [facebook.com/PopWujSpanishSchoolGuatemala](https://facebook.com/PopWujSpanishSchoolGuatemala)

Pop Wuj’s Instagram - [instagram.com/popwuj](https://instagram.com/popwuj)

Pop Wuj’s Student Coordinator is happy to answer questions and/or provide references from internship alumni on request.

### Contact Information

Carmen de Alvarado, Director of Social Projects

Asociación Pop Wuj

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