

**Kingdom of Cambodia**

**Nation Religion King**



**Children's Future International**

**Job Announcement**

***Healthcare Coordinator (Full Time)***

**Member of Child Well Being Team**

**Position available for Cambodian Nationals Only**

**Location: Battambang Province**

**Report to: Social Work Manager**

**Duration: At a minimum 1 year, renewable**

### **Position Summary**

The CFI Healthcare Coordinator is responsible for managing both preventative and emergency healthcare of all CFI beneficiaries, responding to health emergencies, and maintaining a proper system of health records for all children CFI supports. The Healthcare Coordinator reports to the Social Work Manager and will work in close cooperation with the Learning Center Manager, Education Advocacy Manager and Operations team. The Healthcare Coordinator is responsible for creating partnerships with and maintaining a network of local hospitals and clinics which CFI works with.

### **Duties and Responsibilities**

#### Health care provision

- Incorporate the nursing process; assessment, planning, implementation and evaluation to provide continuing healthcare to children CFI works with
- Monitor and administer medication and take vital signs for sick children
- Perform first aid treatments and treat minor illness when necessary
- Manage and supervise the transportation of children to the hospital or private clinics
- Respond quickly and effectively to emergency situations and be on-call for major emergencies
- Plan and manage all primary health care for all beneficiaries
- Coordinate yearly: eye screening, physical, dental check ups for children
- Manage vaccination programs for all children CFI works with
- Coordinate the treatment of children CFI works with at private clinics and hospitals.
- Advocate for children at the hospital and with the hospital or clinic medical professionals and administrators and ensure that a doctor examines the child
- Provide continuing health education to children including basic hygiene, nutrition, first aid, and day for girl workshop
- Screen children for malnutrition and provide basic nutrition information to families for children with moderate acute malnutrition

## Administration

- Prepare and maintain an inventory of medications and supplies at CFI.
- Maintain documentation (including confidential information) of treatments received in CFI through medical charts including copies of outside records when available and records of diagnosis and treatment recommendations from outside providers
- Create active partnerships (based on Memorandums of Understanding) with local hospitals, clinics, doctors' offices for referrals of sick children
- Maintain policies and procedures that ensure occupational health of CFI staff
- Coordinate and conduct staff health education trainings
- Develop, finalize, and regularly update CFI's Healthcare systems and procedures
- Coordinate with social workers and teachers to manage cases as needed

## **General**

- At all times adhere to CFI's Child Protection Policy
- Ensure attendance at all staff meetings, trainings, and events as directed by supervisor
- Work as part of the Child Well Being Team to help CFI to fulfill its mission and achieve its vision, which includes strategic and operational planning and implementation of all CFI activities.
- Prepare for, attend and where appropriate deliver Supervision as per CFI policy
- Participate as requested in all CFI reporting, for example the M&E framework, or external reporting to Ministry partners
- Undertake all reasonable requests from supervisor

## **Requirements**

All CFI Staff are representatives of CFI at the center, in the community and online. The behavior and attitude of all staff does have an impact on the children we serve, our partners and our reputation within the wider community.

- Compassionate and good at working with children
- Excellent organizational, planning, and multi-tasking skills.
- Strong commitment to protecting and empowering children.
- Able to learn and implement new concepts and skills quickly.
- Knowledge of Microsoft Word and Excel and medical records systems and ability to learn case management software (OSCAR).
- Resilient, self-confident, strong ability to give commands and work with families as well as doctors/nurses at local healthcare facilities.
- Strong ethics and morals, commitment to upholding and representing CFI's values.
- Able to work independently as well as collaborate across teams.
- Critical thinking and problem solving skills

## **Preferred Competencies**

- Registered nurse or equivalent.
- Experience working with Western doctors or medicine.
- Current Basic Cardiac Life Support (BCLS) certification or international equivalent.
- Competent spoken and written English.

**All staff must adhere to our Child Protection Policy (CP) and Protection for Sexual Exploitation and Abuse (PSEA) policy.**

**Any familial relationships with current CFI employees must be disclosed within the cover letter.**

**Women, people with disabilities, and other minorities are encouraged to apply.**

**Salary range**

- \$240 - \$375 per month (Depending on skills and experience)

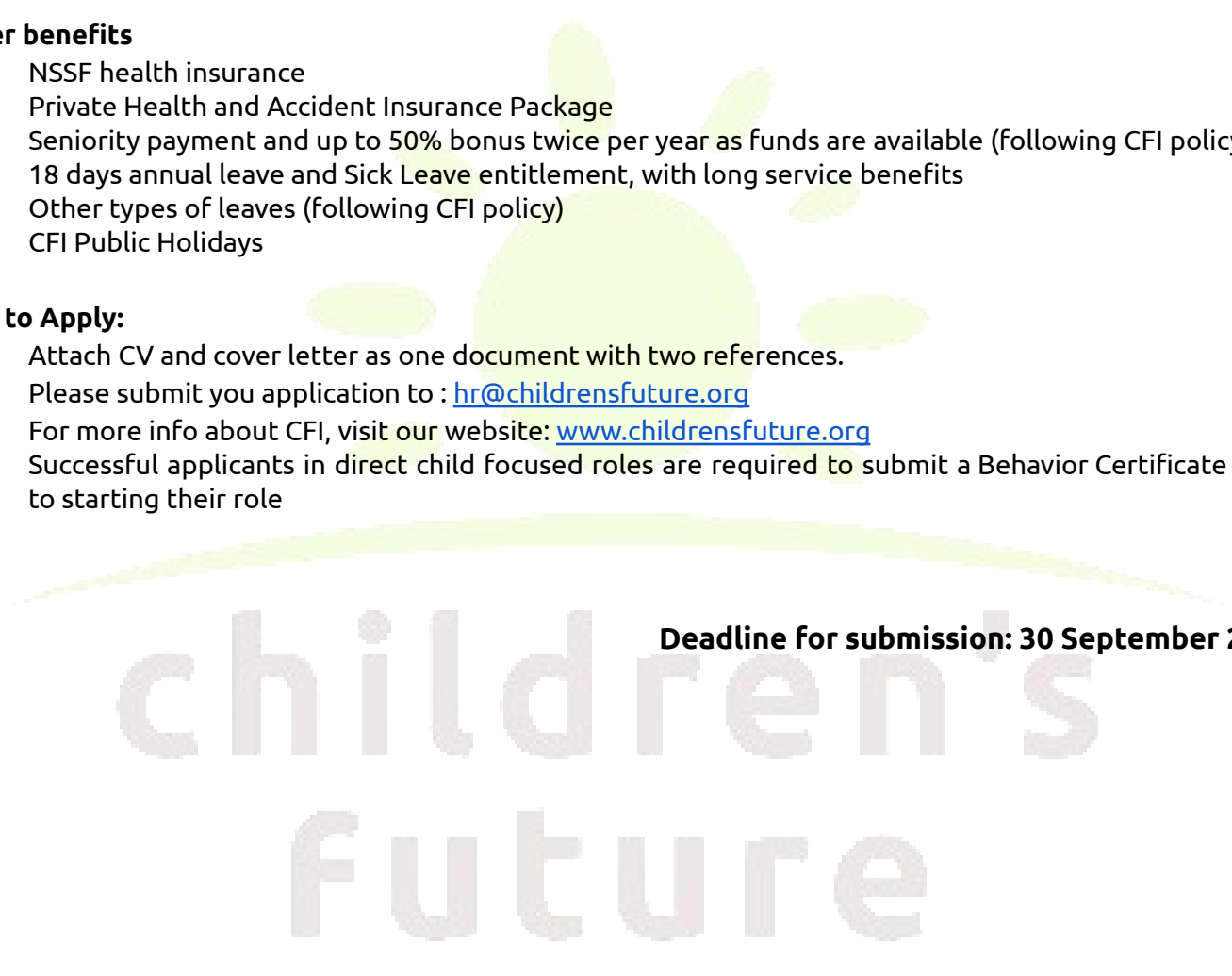
**Other benefits**

- NSSF health insurance
- Private Health and Accident Insurance Package
- Seniority payment and up to 50% bonus twice per year as funds are available (following CFI policy)
- 18 days annual leave and Sick Leave entitlement, with long service benefits
- Other types of leaves (following CFI policy)
- CFI Public Holidays

**How to Apply:**

- Attach CV and cover letter as one document with two references.
- Please submit you application to : [hr@childrensfuture.org](mailto:hr@childrensfuture.org)
- For more info about CFI, visit our website: [www.childrensfuture.org](http://www.childrensfuture.org)
- Successful applicants in direct child focused roles are required to submit a Behavior Certificate prior to starting their role

**Deadline for submission: 30 September 2026**



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