<table>
<thead>
<tr>
<th>Job title</th>
<th>Maternal Health Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place of Work</td>
<td>Thessaloniki (Greece)</td>
</tr>
<tr>
<td>Reports to</td>
<td>Greece Country Manager</td>
</tr>
<tr>
<td>Manages</td>
<td>Field Volunteers</td>
</tr>
<tr>
<td>Hours/ Days per Week</td>
<td>6 days per week Sunday to Friday (8am-6pm)</td>
</tr>
<tr>
<td>Restrictions</td>
<td>Female only (Volunteer based)</td>
</tr>
</tbody>
</table>

**Introduction**

*Nurture Project International (NPI)* is a US based, grassroots, nonprofit that believes every woman has a right to a safe and supported motherhood. NPI provides relief to communities affected by disaster, crisis, or trauma by engaging experienced and qualified volunteers to respond quickly to emergencies and provide rapid assessments, trainings, and grassroots support to local communities.

*Nurture Project International* was first discussed during a conversation between public health professionals, disaster relief experts, breastfeeding supporters, midwives, and IBCLCs who were passionate about minority rights, disaster relief, safe infant feeding, and international public health. As a response to a call for infant feeding specialists in Europe the organization has rapidly grown and our first large project in Greece was developed.

After an analysis of the current refugee crisis it was quickly concluded that there was a great need for creating an informed group to mobilize qualified and trained volunteers who would deploy to emergency situations and support mother as they fed their babies. In addition, it was concluded that education, training, and information was needed not only amongst other NGOs, health professionals, and volunteers to ensure best infant feeding practices but also for refugee mothers so that they can create and maintain peer to peer infant feeding support projects within the refugee community.

*Nurture Project International’s Greece Program* provides qualified, skilled volunteers who provide infant feeding support and basic pre-and post-natal care to mothers. NPI also distributes basic necessities like snacks, water, warm clothing, hygiene kits, and diapers to bring comfort to families who have left everything behind. NPI provides refugees with information and educational...
materials regarding the identification and management of malnutrition and provides follow on support to families who require intervention. NPI organises safe storage and distribution of breast milk substitutes to families who are unable to breastfeed. These most often are families whose mother is no longer with them or a mother who was artificially feeding her baby before the crisis.

**Job Purpose**

The Maternal Health Coordinator is the main technical reference person in the field for antenatal and postnatal care of women. The Maternal Health Coordinator oversees provision of basic Antenatal and Postnatal Care to pregnant women and new mothers, and ensures complete referrals of complicated cases to medical service providers as necessary.

**Duties and responsibilities**

**Technical Program Support:**
- The Maternal Health Coordinator is the primary point of contact for all midwifery care in the field.
- Ensure appropriate follow up and management of women and babies in the field as needed.
- Work very closely with the IYCF Coordinator to ensure midwives and lactation consultants and all volunteers are working within NPI’s scope of work and policies and procedures for ANC/PNC and IYCF support.
- Provide internal capacity building and orientation for midwifery and or nursing care support to volunteers as needed.
- Oversee and lead management of complex and high risk midwifery cases.
- Oversee visit of pregnant women who have just delivered (either at hospital or home) and coordinate care with the IYCF Coordinator.
- Ensure families are referred to proper medical actor when necessary. Work with IYCF Coordinator to ensure all referral is done smoothly.
- Assist the IYCF Coordinator with daily plan and work schedule for volunteers.
- In coordination with the IYCF Coordinator and M&E and Support coordinator, develop daily plan and work schedule for volunteers.

**Project Implementation:**
- Attend weekly meetings with Country Manager and coordinators as required
- In coordination with the other coordinators, assist with driving teams to the field.
- Support the volunteers in their daily activities in coordination with the other coordinators in the field (mainly the IYCF Coordinator and M&E and Support Coordinator).
- Work closely with the Country Manager, IYCF Coordinator and M&E and Support Coordinator to develop a plan and schedule for the daily work in the various sites hotels, flats/apartments, camps etc.
- Communicate the weekly schedule agreed with the IYCF Coordinator to partners (e.g. NRC), when required.
- Be in the field on a daily basis and assist in problem solving and referring complicated cases as needed.
- Support the In-Field Volunteer Coordinator with the daily debriefings and morning briefings of volunteers.
- Support the development of NPI country program; assess opportunities for expansion in coordination with the Country Manager.
- Attend weekly coordination meetings with country team and one-on-one meetings with the Country Manager, as required.
- Submit weekly reports to the Field Manager on workload and progress.

**Data Collection, Monitoring & Reporting:**
- Ensure complete and up-to-date documentation of all ANC/PNC support and care using the relevant assessment forms.
- In coordination with the IYCF Coordinator, M&E and Support Coordinator and Country Manager, ensure the up-to-date maintenance of the Master Excel sheet and maternal health care plans.
- Ensure all referrals to medical service providers are well documented and compiled (to be done with M&E and Support Coordinator).
- Ensure all daily data collection sheets are correctly filled out. Compile all sheets on a daily basis and hand them to the M&E and Support Coordinator for data entry and filing.

**Program Supplies & Procurement:**
- Forecast needed items and supplies for ANC/PNC care (including food packs, diapers, sanitary packs etc.) and communicate needs to the Logistics Coordinator after approval of the Country Manager.
- Work closely with the IYCF and Logistics Coordinators and FieldManager to ensure that RUIF or PIF supply is appropriate according to feeding plan and age.

**Financial Management:**
- When cash has been given by the Country Manager, ensure reporting and closing the advanced cash.

**Communication:**
- Assist with the photo-documentation of activities as per the social media guidelines and requirements.
- Use Google Drive, Slack and other communication tools to communicate with field and virtual teams as needed.

**Other:**
- Adhere to NPI’s financial guidelines, monitoring and reporting of information, Milk Policy, Standard Operating Procedures for Infant Feeding in Emergencies and DOCHAS.
- Perform other duties as required and cover program gaps as need arises.
Qualifications

- Necessary degree in Midwifery (Certified).
- Past Experience in antenatal and postnatal care support is necessary; experience in reproductive health and infant and young child feeding in emergencies is a plus.
- A good level of English. Arabic, Farsi and Kurdish skills are desirable. Greek would be an advantage.
- Open-minded, flexible, and able to adapt to intercultural contexts and changes in the daily routine. A no-judgment approach is essential.
- Excellent technical skills, organization skills, interpersonal communication skills, initiative taking, strong problem solving skills, ability to work in teams and difficult and stressful conditions are some of the qualifications looked for, for this position.
- Willingness to use technology and internet applications to communicate with teams (e.g. WhatsApp, Slack, Google Drive).

Working Conditions

This position is open to women only due to the nature of the work and the cultural requirements in the field.

- This role is 6 days per week Sunday to Friday 8am-6pm.
- Nurture Project International is an organization run entirely by volunteers. This role, would therefore be a volunteer role also.
- Successful applicants will be given accommodation and a stipend once approved.
- We require a minimum of 6 weeks commitment.

Physical Requirements

Ability and willingness to drive in the field in Greece is essential.