



REVEALING HOPE
RESTORING LIFE

Role Title & Details

Role Title: Medical Coordinator

Team / Capacity: DART Field Team

Reports To: Team Leader

Location: Field-Based

Employment Type: Mission Assignment

Date Prepared: 25/04/2026

Role Identity Statement

This role exists to coordinate the activities, logistics, facilities, and support needs of visiting medical and psychological teams operating within disaster response environments. The Medical Coordinator acts as a liaison between visiting teams, local stakeholders, and the DART Team Leader, ensuring that outreach activities are well-organised, appropriately supported, and effectively integrated into the mission context.

Purpose of the Role

To ensure visiting medical and psychological teams are properly prepared, supported, coordinated, and integrated into field operations during disaster response missions.

Primary Contributions

- Well-prepared medical and psychological team deployments
 - Effective outreach logistics and field coordination
 - Strong liaison with local health stakeholders and authorities
 - Practical care and support for visiting teams
 - Smooth integration of outreach activities into broader mission operations
-

Key Responsibilities

1. Pre-Arrival & Mission Planning

- Communicate with visiting medical or psychological teams prior to arrival regarding expectations, equipment, materials, schedules, and operational plans
- Assist in determining target areas and outreach locations for the mission

- Coordinate travel arrangements and logistical planning for visiting teams
 - Support preparation of operational schedules and deployment requirements
 - Ensure teams are informed and prepared for field conditions and local expectations
-

2. Field Setup & Outreach Support

- Coordinate accommodation, meals, transportation, translators, drivers, and other operational support for visiting teams
 - Identify and prepare suitable outreach locations, including temporary clinics, mobile clinics, or existing health facilities
 - Assist with setup and coordination of outreach infrastructure and operational requirements
 - Ensure visiting teams have the necessary logistical support to operate effectively in the field
 - Adapt operational arrangements in response to changing field conditions and community needs
-

3. Coordination & Team Care

- Communicate and coordinate outreach programs with local medical organisations, clinics, hospitals, and relevant government or Ministry of Health representatives
 - Provide cultural orientation, practical guidance, and regular briefings to visiting teams
 - Support the wellbeing and adjustment of visiting teams within the local context
 - Act as a liaison between visiting teams and the DART Team Leader
 - Facilitate clear communication and cooperation between all stakeholders involved in the outreach program
-

4. Operational Support & Relationship Management

- Assist with scheduling, planning, and coordination of outreach activities
 - Support problem-solving and operational decision-making related to medical or psychological outreach programs
 - Build respectful and cooperative relationships with local communities, partners, and authorities
 - Ensure outreach activities are conducted respectfully, professionally, and with cultural sensitivity
-

Leadership Framework Expression

Heart of the Leader: CHARACTER (Heart)

Actively growing in your love for God by:

- Serving others with compassion, humility, and faithfulness
- Demonstrating integrity and dependability in all coordination responsibilities
- Remaining adaptable and calm under pressure

Expressing God's love for others by:

- a) Caring for visiting teams and supporting their wellbeing
- b) Respecting local cultures, communities, and stakeholders
- c) Encouraging unity, collaboration, and servant-hearted teamwork

Coach – Supports visiting teams through guidance, preparation, and encouragement

Direction Setter – Provides structure, organisation, and coordination for outreach activities

Change Agent – Adapts plans and logistics to changing field realities and operational needs

Spokesperson – Represents the organisation professionally with medical partners, local authorities, and health stakeholders

Measures of Fruitfulness

- Effective coordination and support of visiting medical and psychological teams
 - Well-organised outreach logistics and operational support
 - Positive relationships with local medical organisations and authorities
 - Strong care and support provided to visiting teams
 - Smooth delivery of outreach activities within the disaster response environment
 - Effective communication and collaboration across operational teams
-

Requirements for the Role

Schooling / Knowledge / Experience

- Strong communication and organisational skills
 - Experience coordinating people, logistics, or outreach activities is beneficial
 - Medical or psychological knowledge is helpful but not required
 - Ability to work effectively in cross-cultural and field environments
-

Supplied by GAIN

- Knowledge of the work of GAIN / Power To Change Australia
 - DART training
 - Field trip experience
 - Internship opportunities
 - Ongoing refresher training
-

Other Requirements

- English language ability (spoken and written); additional languages are beneficial
 - Ability to work under pressure and demonstrate intercultural competence
 - Good physical health
 - Psychological stability and resilience
 - Stable and supportive personal environment
 - Flexibility and short-term availability
 - Strong teamwork capacity
 - Willingness to fulfil duties faithfully and professionally
 - Readiness to deploy to disaster areas for at least 3 weeks; ideally 4 weeks to 3 months
-

Nature of the Appointment

- Field-based disaster response assignment
 - Requires deployment to disaster-affected regions
 - Operationally and relationally demanding role involving coordination of visiting outreach teams
 - Requires flexibility, resilience, strong organisational skills, and adaptability in dynamic environments
-

Review Rhythm

Performance will be reviewed following deployments, including debriefing with the Team Leader and Lead Agency to support accountability, learning, and continuous improvement.