

## **Job Posting: US Region Weekend On-Call Specialist (Part Time)**

Who we are: World Pediatrics partners with governments, health workers, and organizations to ensure that children in lower-resource settings have access to safe, timely surgical care. When children are healed, the social and emotional health of families is restored, and the economic productivity of communities is strengthened.

### **OUR CORE VALUES**

- **Kids First:** We are accountable to the children.
- **Equitable Access:** We empower opportunity.
- **Rooted in Community:** We build for a sustainable future.
- **Best Practice to Next Practice:** We innovate and transform.
- **Shoulder-to-Shoulder:** We operate with unity and integrity.

Learn more about us by visiting <https://worldpediatrics.org/>

### **Job Scope:**

The US Region Weekend On-Call Specialist supports the successful execution of World Pediatrics' U.S. Referral Program, which brings pediatric patients from partner countries in Latin America and the Caribbean to the United States for surgical care when treatment is not available in their home country or region. The specialist provides weekend support to patients and guardians, including transportation coordination, personal errands, and other practical tasks related to family care in St. Louis and partner cities. This non-exempt role reports to the Program Coordinator and requires one to two assigned weekends per month, from 5:00 p.m. Friday through midnight Sunday, with a minimum of four paid hours per assigned weekend.

### **ESSENTIAL DUTIES HIGHLIGHTS:**

Assist the U.S. Referrals team in meeting practical patient and guardian needs that arise during assigned weekend on-call periods, including but not limited to:

### **ST. LOUIS WEEKEND ON-CALL RESPONSIBILITIES**

- Support weekend arrivals and departures by tracking flights, arranging rides as needed, and coordinating with volunteers assisting families.
- Visit patients and caregivers in hospitals and assist with patient discharges.
- Pick up and deliver prescription medications and confirm that medication instructions are understood.
- Relieve program staff or interns covering medical appointments after 5:00 p.m. on Friday.
- Receive and respond to important guardian concerns and patient needs.
- Serve as the point of contact for volunteers scheduled to support families.

**PARTNER CITIES OUTSIDE ST. LOUIS**

- Support weekend arrivals and departures by tracking flights, arranging rides as needed, and coordinating with volunteers assisting families.
- Assist remotely with patient discharges.
- Receive and respond remotely to important guardian concerns and patient needs.
- Serve as the point of contact for volunteers scheduled to support families.

**GENERAL WEEKEND ON-CALL RESPONSIBILITIES**

- Maintain timely, professional communication with the U.S. Referrals team, provide patient updates, and support continuity in case management while remaining flexible as priorities change.
- Provide other practical support to families as assigned.
- Complete a brief report of weekend activities on Sunday night and share it with the U.S. Referrals team.

**SUCCESS FACTORS**

- Dependable and responsive during assigned on-call periods.
- Compassionate and comfortable supporting children and families in medical and community-housing settings.
- Able to communicate clearly, exercise sound judgment, and adapt to changing priorities.
- Collaborative in working with staff, volunteers, patients, guardians, and community partners.

**MINIMUM QUALIFICATIONS**

- High school diploma or equivalent required.
- Comfortable working with children and families in medical or community-housing settings.
- Strong verbal and written communication skills.
- Must be able to drive regularly and maintain a safe driving record.

**ADDITIONAL QUALIFICATIONS DESIRED**

- One to two years of relevant experience in caregiving, community health, or a similar role preferred.
- Comfortable communicating non-medical information in Spanish, with assistance from a translation application when needed.

## **WORK ENVIRONMENT**

- This is a part-time, on-call, non-exempt position. Assigned on-call coverage is from 5:00 p.m. Friday through midnight Sunday, one to two weekends per month.
- Combination of remote work from home using WhatsApp and phone calls and in-person work at hospitals and housing facilities.
- Collaborates with the program team, volunteers, patients, guardians, and community partners through WhatsApp, phone, email, and in-person interaction.

## **PHYSICAL DEMANDS** include but are not limited to:

- Must be able to drive regularly and maintain a safe driving record.
- Must be able to lift 50 pounds without assistance.

**COMPENSATION** includes a flat rate of \$100 for up to four hours of work per assigned weekend; the full amount is paid even when fewer than four hours are required. Hours worked beyond four are paid at \$25.00 per additional hour.

***World Pediatrics is committed to creating an inclusive work environment and welcomes applications from all genders, races, religions, sexual orientations, ages, and any other group that can bring diverse perspectives to our organization.***

## **HOW TO APPLY:**

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If you are seeking to grow with an organization that is passionate about providing thousands of children with access to lifesaving and life-changing care, we would love to talk with you!

To apply, please submit your resume and cover letter to Monica Aceves at [maceves@worldpediatrics.org](mailto:maceves@worldpediatrics.org).