



OMF International
2 Cluny Road
Singapore 259570

Opportunity for Service: OMF International

February 22, 2018

OMF International is a Christian mission organization serving the peoples of East Asia. Details of our organization's purpose, vision, and mission may be found at <https://omf.org>.

We are seeking a new International Medical Advisor, to serve in our International Center, located in Singapore.

The International Medical Advisor is expected to be a full member of our Fellowship, a qualified doctor in good standing, able to be registered to practise in Singapore, and leads a team of medical advisors (across all OMF Centers internationally), who provide medical care to OMF workers. The IMA also oversees Fellowship-wide policies on health care, and advises OMF leaders on major health and policy matters.

The IMA will report to the International Coordinator for Personnel, also located in Singapore, as part of the international Fellowship Services Team within OMF.

Interested applicants may contact their local OMF Center, or the Director for Fellowship Services at the contact information below.

A one-page comprehensive job description of the roles and responsibilities of the IMA follows.

Please prayerfully consider how God might be calling you to serve in this very important capacity.

Please feel free to contact me to express interest or regarding any questions related to this opportunity.

Sincerely in Christ,

Scott Hurd
Director for Fellowship Services
OMF International
2 Cluny Road
Singapore 259570

dfs@omfmail.com
+65 6319 4550 (office)
+65 6319 4575 (direct)

The **International Medical Advisor (IMA)** within **OMF International** is a member of the Fellowship, a qualified doctor in good standing, able to be registered to practise in Singapore, and leads a team of medical advisors (across all Centers), who provide medical care to OMF workers. The IMA also oversees Fellowship-wide policies on health care, and advises OMF Leaders on major health and policy matters.

OMF Workers are responsible for their own health, and that of their children. Within that expectation, OMF seeks to provide an environment to encourage safe and healthy practices to help workers manage their overall well-being effectively. Provision of this environment falls under the purview of the IMA.

The **key responsibilities** of the IMA include:

- **providing leadership and coordination** for the international team of doctors and nurses who provide medical advisory and preventative health services for the Fellowship's workers;
- **establishing screening standards** for all candidates;
- **consulting with Center medical advisors on extraordinary cases** related to medical screening for individual candidates;
- **providing orientation** (personally or through the medical team) related to health and cross-cultural stress to participants at Orientation Course (training for all new workers);
- **overseeing an internal occupational health service** that provides regular, routine medical examinations for all workers and their families in service with OMF;
- **advising OMF leaders and members** on health matters;
- **setting overall medical policy, guidelines and standards** for the Fellowship;
- **making professional medical recommendations** to the International Coordinator for Personnel and Fellowship Leaders regarding major issues related to individual workers, such as re-location or re-designation, and ongoing fitness for service;
- **advising and presenting to OMF leaders** regarding matters of medical concern;
- **traveling to assess the health facilities of new areas** where workers may be designated;
- **acting as liaison between OMF and medical insurance companies and emergency service providers** to coordinate emergency medical services (including evacuations) as required;
- **participating in Crisis Management Teams** as required;
- **overseeing the Fellowship's response** to emerging medical threats;
- **contributing to the development, refinement, and ongoing implementation** of Child Protection policies;
- **assessing critical incidents** and responding accordingly;
- **overseeing a registered, in-house medical clinic** at the International Center in Singapore;
- **maintaining an appropriate network** of medical consultants, counsellors, insurance advisors, and member-care experts;
- **coordinating and training the team** of Center and Serve Asia Medical Advisors;
- **serving as the deputy or interim Field Medical Advisor** when there is no FMA in place for a given Field;
- **overseeing the accurate preparation and retention of medical records** for OMF workers;
- **supervising the development and use of internal systems related to the management of medical records** for the Fellowship
- **setting the departmental budget** and ensuring spending is in line with departmental and Fellowship policies;
- **having in place appropriate medical indemnity insurance**;

The International Medical Advisor reports to the International Coordinator for Personnel, who is part of the Fellowship Services team led by the Director for Fellowship Services.

There is no fixed time limit for the service of the IMA, but the role will be reviewed after one year, and thereafter at intervals of two years.