

INTERNAL VACANCY

Company:	Workforce Healthcare
Area:	Witbank, Cobb Caroline, Middleburg
Position:	Occupational Health Nurse Practitioner (Permanent)
Travel:	<ul style="list-style-type: none"> • Travel will be required between 3 clinics. • Witbank, Cobb Carolina and Middleburg • Ideally need someone based in Middleburg in the middle of all 3 clinics, or someone willing to travel.
Inherent requirements:	<p>Education:</p> <ul style="list-style-type: none"> • Bachelor's degree in Occupational Health Nursing OR similar • Basic life support certificate • Registered with South African Nursing council (SANC). • Proof of Professional indemnity. • Dispensing certificate. • Audiometry and Spirometry qualification. • Understanding of Occupational Health and Safety Act with Regulations. <p>Language Skills:</p> <ul style="list-style-type: none"> • Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manual. • Mathematical acumen. • Reasoning ability to resolve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. • Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. • Clinic Management • Clinic function as OHNP • Communication • Special projects • Clinic Mentor • Medical surveillance • Client liaison • Administrative management <p>Computer Skills:</p> <ul style="list-style-type: none"> • Minimum to intermediate computer skills is essential.

<p>Preferred requirements & skills:</p>	<ul style="list-style-type: none"> • Must be detail orientated, have ability to multitask and possess great interpersonal skills. • Management and leadership skills. • Team player.
<p>Duties and responsibilities:</p>	<p>The duties and responsibilities of an Occupational Health Nurse Practitioner include, and not limited to the following:</p> <ul style="list-style-type: none"> • Manage the administrative and operational activities of the primary health care and occupational health care clinics to ensure a quality, legally, compliant, efficient, and effective service delivery. • Adhere to and implement the employer's policies and procedures. • Adhere to and implement all legislation related to clinical operations. • Manage the clinic's budget. • Order clinic stock and equipment as well as the keeping of inventory. • Oversee and assist with the housekeeping and maintenance of the clinic and clinic equipment • Develop, implement and evaluate a site-specific health evaluation program in accordance with the available Occupational Hygiene Survey (includes Pre-employment, Baseline, Annual, Transfers, and Exit Medical Screening). • Implement and maintain a Hearing Conservation Program. • Implement, supervise, and maintain a Chronic Disease Management Program. • Implement and maintain Covid-19 tracing and reporting program. • Manage the performance and recording of Health Risk Assessments and facility inspections and reporting of the findings. • Provision of primary health care and emergency service and the follow up of such cases. • Implementation of infection control measures. • Performance and monitoring of medical and biological surveillance within the prescribed company protocol. • Monitor and analyse health trends and the reporting thereof cases according to company policy. • Aid the client with the absenteeism management and sick leave follow up. • Provision of appropriate health educations programs to employees and first aiders. • Attendance and record keeping of Health and Safety meetings, monthly management meetings or any other relevant meetings.

	<ul style="list-style-type: none"> • Meet with client at least once a month to present report.
Character traits:	<ul style="list-style-type: none"> • Ability to consistently perform job duties as outlined in the job description. • Demonstrate commitment to professional growth and competence. • Demonstrate and support service excellence standards outlined in the employee handbook. • Demonstrate compliance with patient confidentiality 100% of the time. • Ability to perform under pressure • Ability to plan the week accordingly
Working hours:	<p>Witbank: Tuesday, Wednesday & Friday 08h00-16h00</p> <p>Cobb Carolina: Monday 08h00-16h00</p> <p>Rockdale: Thursday 08h00-16h00</p>
Salary:	Negotiable
Benefits:	As per company benefits
Interviewing process:	Panel interview
Reporting to:	Regional manager
Starting date:	As Soon as possible
Contact:	Yurika Scheepers
Send application to:	Recruitment@wfhc.co.za
Closing date for applications:	<p>URGENT</p> <p><i>Please note: should you not receive a response within one week of applying, you may consider your application as being unsuccessful.</i></p>
Please note that appointments will be made in line with the Group's EE targets	