



# Internal Vacancy



**Company:**

Workforce Healthcare

**Area:**

Port Elizabeth

**Position:**

**OCCUPATIONAL HEALTH NURSE PRACTITIONER**

**Contract type:**

**PERMANENT**

**Inherent requirements:**

- Registered with South African Nursing counsel (SANC) with additional qualification in Occupational Health
- Bachelor's degree or certificate in Occupational Health Nursing
- Proof of Professional Indemnity
- Registered with SASOHN as Audiometrist
- Dispensing certificate
- Audiometry and Spirometry certificate
- Basic Life Support
- Basic understanding of the Occupational Health and Safety Act with regulations
- 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
- Moderate to intermediate computer skills (essential)
- Own reliable vehicle

**Other requirements and skills:**

- Must be detail orientated, have ability to multitask and possess great interpersonal skills
- Management and leadership skills
- Team player
- 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



**Duties and responsibilities:**

- 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
- Oversee a multi-disciplinary team and report to the Regional Manager
- 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 tracking 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 education programs to employees and first aiders
- Attendance and record keeping of Health and Safety meetings, monthly management meetings or any other relevant meetings
- Meet with client at least once a month to present report
- Administrative functions including data capturing on the health management system

**Working hours:**

08h00 to 12h00  
(Monday to Friday)

**Salary:**

To be discussed

**Benefits:**

As per Company benefits



**Interviewing process:**

Panel interview

**Reporting to:**

Regional Manager

**Starting date:**

As soon as possible

**Contact:**

Monica Miya

**Send application to:**

[monicami@wfhc.co.za](mailto:monicami@wfhc.co.za)

**Closing date for applications:**

Friday, 24 November 2023

- Please note should you not receive a response within one week of applying, you may consider your application as being unsuccessful.
- Please note that appointments will be made in line with the Company's EE targets.