



Internal Vacancy

**Company:**

Workforce Healthcare

Area:

Gauteng (Springs)

Position:

PRIMARY HEALTH NURSE PRACTITIONER

Contract Type:

FIXED TERM CONTRACT (12 MONTHS)

Inherent requirements:

- Bachelor's degree in Primary Health Nursing
- Registered with South African Nursing Council (SANC)
- Proof of South African Society of Occupational Health Nursing Practitioners (SASOHN) membership
- Holds valid professional indemnity insurance
- Certificates in Audiometry, Spirometry, Vision Screening, and Dispensing
- Must have mining experience
- Ability to read and interpret safety rules, operating manuals, procedures, and various instructions presented in written, oral, diagram, or schedule format
- Strong reasoning ability to resolve practical problems and navigate situations with limited standardisation
- Strong mathematical acumen
- Proficient in Microsoft Office and general computer skills

Other requirements & skills:

- Detail-oriented with strong multitasking and time management skills
- Excellent interpersonal, management, and leadership abilities
- Collaborative team player who is also self-directed and independent
- Consistently performs 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 clinics to ensure a quality, legally, compliant, efficient, and effective service delivery
- Adhere to and implement employer policies, procedures, and all applicable legislation governing clinical operations and medication dispensing in a primary health setting
- Manage the clinic's budget, order stock and equipment, and maintain accurate inventory records
- Oversee and assist with the housekeeping and maintenance of the clinic and clinic equipment



Duties and responsibilities:

- Initiate, facilitate and follow up of all referrals to the General / Primary Medical Practitioner or outside healthcare providers and services
- Implement, supervise, and maintain a Chronic Disease Management Program
- Ensure accurate and compliant recordkeeping for primary healthcare, chronic disease management, health education, medication dispensing, and all other clinic and client-related activities
- Implement and maintain Covid-19 tracking and reporting program
- Provision of primary health care and emergency service and the follow up of such cases
- Implementation of infection control measures
- Monitor, analyse and follow up of health trends and reporting it to Project Manager: Wellness and client
- Assist the client with absenteeism managements and sick leave follow ups
- Plan and provide appropriate health education and wellness programs for employees
- Attend and maintain records of Health and Safety meetings, monthly management meetings, and other relevant meetings as required
- Meet with client at least once a month to present reports

Working hours:

07h00 to 15h00 (Monday to Friday)
Overtime as and when required

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

Closing date for applications:

Friday, 13 June 2025



- ***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.***