

Occupational Health Nurse
Abovementioned vacancy exists at
Clover Clayville in Engineering

PURPOSE OF THE POSITION:

To provide and manage Occupational Health, Primary Health and Employee Wellness functions for the site.

RESPONSIBILITIES:

Execute Occupational and Primary Health

- Conduct medical examinations (pre-employment, pre-placement, exit and annual medicals)
- Treat injuries on duty, incidents on site (permanents, contractors and contract labour)
- Conduct regular occupational health surveys with occupational medical practitioner
- Assist in doing health risk assessments
- Dispense medicine according to legislation for primary health care and family planning
- Liaise with medical specialists, doctors, hospitals and management
- Provide and maintain an annual programme for annual medical surveillance

Manage Administration

- Update and maintain all permanent employee files (personal files and Clinsys, ClinBase)
- Update and maintain IOD documentation and register
- Issue monthly report on relevant statistics
- Order and maintain medical stock levels
- Update and maintain clinic procedures on Entropy
- Inspect first aid boxes monthly
- Attend monthly SHE meetings
- Arrange for annual calibration and service for relevant equipment
- Attend First Aider meetings and assist with process on training

Manage Health and Safety

- Promote health and safety consciousness on company premises by holding training and awareness sessions
- Perform regular health and safety inspections in the plant

Manage Wellness

- Arrange and drive health awareness days - heart, anti-tobacco, breast cancer awareness days/month etc.
- Arrange for financial wellbeing training/counselling
- Monitor and manage chronic diseases
- Manage HIV programme
- Manage COVID-19 programme in line with the company's policy and guidelines

REQUIREMENTS:

- Grade 12
- Qualified and registered Occupational Health Nurse Practitioner
- Qualifications and experience in audiometry, spirometry, vision screening and HIV Counselling and Testing
- Registered as an Audiometrist with SASOHN
- Valid Dispensing Licence registered with Department of Health
- Professional registration with SANC and SASOHN
- Relevant experience in applying job related concepts, techniques and processes at the required level
- Experience in working with senior management

- Business English: Fluent
- Computer literacy (Advanced)

COMPETENCIES:

- Proactive and action orientated
- Acts with honesty and consistency
- Maintains high standards
- High level of professionalism
- Maintains confidentiality
- Achieves results effectively
- Commitment and motivation
- Ability to plan and organize
- Apply expertise and technology
- Administrative capabilities

Closing Date 20 May 2022

Address enquiries and applications to:

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