

INTERNAL VACANCY

Company:	Workforce Healthcare
Area:	Olifantsfontein, Gauteng
Position:	Occupational Health Nurse Practitioner (Fixed Term Contract)
Inherent requirements:	<p>Education:</p> <ul style="list-style-type: none"> • 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 <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. <p>Computer Skills:</p> <ul style="list-style-type: none"> • Minimum to intermediate computer skills is essential.
Preferred requirements & skills:	<ul style="list-style-type: none"> • Must be detail orientated, have ability to multitask and possess great interpersonal skills. • Management and leadership skills. <p>Team player</p>
Duties and responsibilities:	<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 • Oversee a multi-disciplinary team and report to the regional manger. • 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).

	<ul style="list-style-type: none"> • 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. • Meet with client at least once a month to present report. • Administrative functions including data capturing on the health management system.
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.
Working hours:	Monday-Friday 08h00-16h00
Salary:	Negotiable
Benefits:	As per company benefits
Interviewing process:	Panel Interview
Reporting to:	Regional Manager
Starting date:	1 May 2022
Contact:	Yurika Scheepers
Send application to:	recruitment@wfhc.co.za
Closing date for applications:	Open <i>Please note: should you not receive a response within one week of applying, you may consider your application as being unsuccessful.</i>
Please note that appointments will be made in line with the Group's EE targets	