INTERNAL VACANCY



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| Company: | Workforce Healthcare |
| Area: | Durban – Prospecton  Cape Town - Belville |
| Position: | OCCUPATIONAL HEALTH NURSE PRACTITIONER |
| Inherent requirements: | Education:   * Bachelor’s degree or certificate in Occupational Health Nursing * Registered with South African Nursing counsel (SANC) * Proof of SASOHN membership * Dispensing certificate * Audiometry and Spirometry certificate * Basic understanding of the Occupational Health and Safety Act with regulations   Language Skills:   * Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals * Ability to write routine reports and correspondence * Mathematical acumen * Reasoning ability to solve 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   Computer Skills:   * Intermediate computer skills are essential |
| Preferred requirements & skills: | * Must be detail oriented, have ability to multitask and possess great interpersonal skills * Management and leadership skills * Travel to other company locations is required |
| Duties and responsibilities: | The duties and responsibilities of the OHNP include, but are not limited to the following:   * Manage the administrative and operational activities of the   occupational health clinic   * Adherence to and implement the employers’ policies and procedures * Adherence to and implement all legislation related to clinical operations * Compile and manage the clinic 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 |

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| Duties and responsibilities: | * Develop, implement and evaluate a site-specific Health Evaluation program in accordance with the available Occupational Hygiene Surveys (this includes Pre-Employment, Baseline, Annual, Screening, and Exit Medical examinations) * Implement and maintain a Hearing Conservation Program * Implement, supervision and maintenance of a Chronic Disease Management program * Manage the performance and recording of Health Risk Assessments and facility inspections and the reporting of the findings * Provision of primary health care and emergency service within scope of practice * Initiating and facilitating all referrals to the Occupational Medical Practitioner or outside healthcare providers and services and the follow up of such cases * Implementation of infection control measures * Performance and monitoring of medical and biological surveillance within the prescribed company protocols * Monitor and analyze health trends and the reporting thereof * The management, administration and follow up of Injuries on Duty cases according to company policy * Provide assistance to the client with absenteeism management and sick leave follow up * Provision of appropriate health education programs to employees   and first aiders   * Attendance and recordkeeping of Health and Safety meetings, monthly management meetings or any other relevant meetings * Meet with client at least once a month to present report |
| Character traits: | * Ability to consistently perform job duties as outlined in the job description * Demonstrate and support service excellence standards outlined in the Employee Handbook * Demonstrate commitment to professional growth and competence * Demonstrate compliance with patient confidentiality 100% of the time |
| Working hours: | DBN: 07h00 – 15h00 (Monday, Tuesday, Wednesday)  CT: 07h00 – 15h00 (Monday – Thursday) |
| Salary: | Negotiable |
| Benefits: | As per company benefits |
| Interviewing process: | Panel Interview |
| Reporting to: | Regional Manager |
| Starting date: | 1 March 2021 |
| Contact: | Beverley Meyers  Alex Khumalo |
| Send application to: | beverleym@workforcehealthcare.co.za  alexk@wfhc.co.za |
| Closing date for applications: | 29 January 2021  *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 | |