INTERNAL VACANCY



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| Company:  | Workforce Healthcare  |
| Area:  | Durban – ProspectonCape 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
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| 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
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| 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
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| 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
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| 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  |