

Internal Vacancy

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Company: Workforce Healthcare

Area: **PORT ELIZABATH**

Position: **FIXED AND MOBILE CO-ORDINATOR**

Contract type: **FIXED TERM CONTRACT (1 YEAR)**

Inherent requirements:

- Bachelors degree or certificate in Occupational Health Nursing
- Registered with South African Nursing counsel (SANC)
- South African Society of Occupational Health Nursing (SASOHN) membership
- Certificate in Dispensing
- Certificate in Audiometry and Spirometry
- Basic understanding of the Occupational Health and Safety Act with regulations
- 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
- Good communication skills in English both verbal and written
- Computer literacy (intermediate)
- Detail oriented, have ability to multitask and possess great interpersonal skills
- Ability to travel to other company sites as required

Duties and responsibilities:

Regional Management

- Ensure medical assessments are conducted in a professional manner and comply with company policies and procedures
- Ensure client satisfaction and that queries are dealt with in a professional manner
- Work within the agreed budget framework
- Ensure adequate and relevant staffing for clinics
- Compile standard operation procedure guidelines for the region
- Ensure standards of professional practice are adhered to
- Compile medical surveillance reports and submit to clients on a monthly basis
- Submit reports to management on a monthly basis
- Liaise with head office regarding operational support



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Clinic Management

- Ensure that clinics are staffed with sufficient stock
- Ensure that appropriate locums are available
- Ensure that service level agreements (SLA's) are met and adhered to
- Ensure that staff are working within the framework of professional practice and legal compliance
- Ensure that score cards are completed and sent to head office timeously
- Conduct monthly or random visits to clinics as per the agreed yearly program
- Schedule internal training as per needs

Staff Management

- Ensure the accurate management of staff time and attendance
- Develop, review and update staff job descriptions as and when required
- Conduct performance appraisals with staff and conclude relevant salary increases/ incentives
- Identify skills gaps, training needs and address gaps
- Coordinate leave (annual, sick, unpaid and family responsibility) and report to head office
- Ensure that the appropriate disciplinary process is followed when disciplining staff

Administrative Management

- Ensure that all direct reporting nurses report on the following on a monthly basis: reconciled petty cash; attendance registers and overtime sheets for all permanent and temporary staff
- Ensure that all new temporary employee contracts are sent to the Managing Director for approval prior to appointing the temporary employee
- Sign off invoices related to doctors as proof that they have worked in that month and submit to Workforce Healthcare accounts department by the 25th of every month
- Reassess usage of waste boxes and oxygen cylinders quarterly
- Ensure that orders are sent by the end of every month as per Pharmacy Stock Administrator schedule and inventory for assessment and sign-off
- Ensure that the clinic in your respective region submits monthly reports as per company procedures
- Perform quarterly audits on all direct report nurses to ensure compliance with company policy and procedures and Healthcare legislation



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Financial Management

- Ensure that budgets are properly managed and utilised
- Manage profit and loss reports, monthly expenses and variables as well as expenditure for the region
- Ensure that invoices, order confirmations, attendance registers and timesheets are submitted to head office as per the agreed cut-off dates

Auditing of clinics

- Conduct random and annual audits to identify gaps and institute remedial action

Clients Liaison

- Schedule regular client visits to ensure that Service Level Agreements (SLA) are being met and identify and pitch new business
- Manage Client Relationship Managers to ensure client satisfaction and SLA objectives are met

Medical Surveillance

- Ensure fitness is determined with set parameters and standards
- Ensure that equipment is in good working order and regularly maintained and calibrated as per legislation

Clinical Mentor

- Ensure that professional nurses are working within their scope of practice, updated and advised when necessary

Special Projects

- Assist Head Office with the coordination and staffing of special projects e.g. Drug Testing, Volunteer Counselling Testing (VCT), etc.
- Manage immunization campaigns
- Develop and implement methods of measuring nurses' performance

Communication

- Provide solutions to all issues / queries brought to your attention immediately
- Ensure weekly communication with managers within your region
- Ensure that clinics maintain the filing system as per company procedures
- Ensure that nurses within your region submit a report on chronic treatment distributed on a monthly basis
- Ensure that drug registers are completed daily
- Complete and send weekly consultation sheets statistics timeously and accurately to management



- Submit monthly clinics report to management
- Reconcile petty cash and submit to the Accounts Payable Administrator monthly
- Ensure that accurate stock takes are conducted on a monthly basis to ensure the correct amount of stock is ordered to avoid short falls

Clinic Function as an OHNP

- Ensure adherence to, and implementation of company policies and procedures
- Ensure adherence to and implementation of all legislation related to clinical operations
- Management of and adherence to the clinic budget
- Order clinic stock timeously and from formulary (list of prescription drugs, both generic and brand name)
- Maintain a register for all chronic patients and report on compliance and control
- Implement, maintain and supervise the Chronic Disease Management program as and when required (should the Primary Health Nurse Practitioner not be available)
- Maintain an accurate list of stock and equipment on hand
- Oversee and assist with the housekeeping and maintenance of the clinic and equipment
- Ensure that a medical surveillance program is implemented, in accordance with the available Occupational Hygiene Survey's conducted
- Ensure performance and recording of Health Risk Assessments and facility inspections and report on all findings
- Provide primary health care and emergency service within scope of practice as and when required (should the Primary Health Nurse Practitioner not be available)
- Initiate and facilitate all referrals to the Occupational Medical Practitioner or external healthcare providers and services and ensure follow up of such cases
- Implement an infection control programme
- Monitoring of medical and biological surveillance within the prescribed company protocols as per defined risk
- Monitor and analyse health trends and report on trends
- Manage and follow up on all injuries on duty cases according to company policy and legislation
- Assist clients with absenteeism management and sick leave and follow up on leave, as and when required (should the Primary Health Nurse Practitioner not be available)
- Provide appropriate health education programs to employees and first aiders



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- Ensure accurate record keeping of attendance, health and safety meetings, monthly management meetings and/or any other relevant meetings
- Meet with clients on a monthly basis and present status reports
- Conduct health evaluations
- Identify health risks and provide solutions thereto
- Ensure all administration is completed in accordance with company requirements
- Ensure accurate data capturing on Workforce Healthcare's database
- Perform any other reasonable duties as requested by management

Working hours:	08h00 to 16h30 (3 days a week) Tuesday 14h00 to 21h00 and Thursday 06h00 to 13h00 *Overtime as and when required*
Salary:	To be discussed
Benefits:	As per Company benefits
Interviewing process:	Panel interview
Reporting to:	National Operations Manager
Starting date:	As soon as possible
Contact:	Asiphe Nokepeyi
Send application to:	asiphe.nokepeyi@wfhc.co.za
Closing date for applications:	Friday, 06 November 2026

- **Please note should you not receive a response within one week of applying, you may consider your application as being unsuccessful.**
- **Please note that all appointments will be made in accordance with the Company's Employment Equity (EE) targets. The Company is committed to promoting diversity and inclusion in the workplace, and applications from persons with disabilities are strongly encouraged.**