

Internal Vacancy

workforce healthcare
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Company:	Workforce Healthcare
Area:	SALDANHA (WESTERN CAPE)
Position:	**OCCUPATIONAL HEALTH NURSE PRACTITIONER**
Contract type:	**FIXED TERM CONTRACT (1 YEAR)**
Inherent requirements:	• 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 Audio metrist • Dispensing certificate • Vision, Audiometry and Spirometry certificate • Basic Life Support • 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 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 • Moderate to intermediate computer skills (essential) • Own reliable vehicle
Other requirements and skills:	• Must be detail orientated, have ability to multitask and possess great interpersonal skills • Management and leadership skills • Team player • 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



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Duties and responsibilities:

- 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)
- Implement and maintain a Hearing Conservation Program
- Implement, supervise and maintain a Chronic Disease Management Program
- Implement and maintain Covid-19 tracking 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

Working hours: 07h00 to 15h30 (Monday to Friday)

Salary: To be discussed

Benefits: As per Company benefits



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Interviewing process:	Panel interview
Reporting to:	Regional 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.**