



Internal Vacancy



Company:	Workforce Healthcare
Area:	KwaZulu-Natal (Mobeni - Durban)
Position:	Occupational Health Nurse Practitioner
Contract Type:	Permanent
Inherent requirements:	<ul style="list-style-type: none"> Registered with South African Nursing council (SANC) Bachelor's degree or certificate in Occupational Health Nursing Proof of Professional indemnity Registered with SASOHN Dispensing certificate Audiometry, Spirometry, and Vision certificates Basic Life Support Basic understanding of 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. Minimum to intermediate computer skills (essential)
Other 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 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
Duties and responsibilities:	<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



Duties and responsibilities:

- 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 manager
- 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 12h00 (Monday, Wednesday and Friday) and 12h00 to 16h00 (Tuesday and Thursday)
Overtime as and when required

Salary:

To be discussed

Benefits:

As per Company benefits

Interviewing process:

Panel interview

Reporting to:

Regional Manager



Starting date:	As soon as possible
Contact:	Monica Miya
Send application to:	monicami@wfhc.co.za
Closing date for applications:	Friday, 21 February 2025
	<ul style="list-style-type: none">• 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.