

OCCUPATIONAL HEALTH & WELLNESS CO-ORDINATOR

N1 CITY, CAPE TOWN



ARE YOU READY TO MAKE A DIFFERENCE IN THE PATHCARE FAMILY!

PathCare is a people-focused, technology-driven pathology practice. Since our inception in 1923, we have committed to offering an extensive range of screening and diagnostic tests to support the prevention and management of disease in both the healthcare sector and the agricultural industry. Our strong customer-centric approach underpins the services that we offer across the country as well as in Namibia and Lesotho.

An opportunity exists for an Occupational Health & Wellness Co-ordinator to join the Human Resources team at our N1 City branch in Cape Town. We are seeking an individual who displays a high level of ethics and integrity while consistently aligning with the PathCare values.

Key Competency Requirements and Experience

- B Degree in Nursing, plus B Tech Occupational Health
- Professional Nurse registered with the SANC / Occupational Health Practitioner
- Minimum of 8 years' experience in an Occupational Health environment
- Good working knowledge of the following:
 - The OHS and COID Acts
 - Principles of Occupational Health and medical surveillance
 - Principles and practices of case management; and community resources for appropriate referrals
- A valid driver's license with own vehicle essential
- Computer literacy: proficient in Microsoft Office (Word, Excel, Powerpoint & Outlook)
- Excellent interpersonal and communication skills
- Excellent Customer Care
- Attention to detail
- Positive attitude & flexible work-style
- Ability to work unsupervised
- Ability to problem-solve and multitask
- Ability to maintain strictest of confidentiality
- Ability to identify risk, assess and intervene effectively
- Ability to exercise common sense, discretion and professional judgment at all times
- Ability to work with a diverse group of staff and excel in a multi-cultural environment
- Resilience
- Willingness to travel nationwide as and when required to implement and oversee programme implementation

Key Responsibilities

To work with the Wellness Team to provide a comprehensive Employee Wellness and Medical Surveillance Programme including:

- Assist with the implementation and facilitation of a medical surveillance programme for employees at risk.
- Record, report and monitor injuries and diseases on duty to facilitate the tracking of injured/ ill employee progress and the speedy closure of claims.
- Assist with ill health, absenteeism, and disability matters.
- Advising management and assisting, supporting and counselling employees in circumstances that detract from their ability to perform at optimum levels as a result of ill-health issues.
- Draft, implement and maintain related policies & procedures.
- Plan programmes to promote the wellness of employees, including activities such as wellness drives aimed at improving employee health and fitness and assist with implementation thereof.
- Facilitate awareness of and provision of education/training to prevent potential health risks.
- Plan screening programmes to identify individuals at risk.

CLOSING DATE: Friday, 29th November 2024

Join the PathCare team and enjoy partnering with thought-leaders and experts in the pathology and diagnostics field while impacting on the lives of patients. Your contribution to the company will be rewarded with a market-related remuneration package which includes a retirement fund contribution and risk benefits (Group Life & Disability Cover), a health care allowance, discounted pathology tests and an annual bonus. Through our partnership with The PathCare Academy, we emphasise our commitment to lifelong learning and development of our talent.

Applicants who meet the criteria and are interested in joining our dynamic team may email lindyg@pathcare.org Please include a comprehensive CV and cover letter detailing the level and extent of your knowledge, skills and competencies required for this position.

Please note: by applying for this position, your application will be subject to verification checks of your driver's license, Identity Document, qualifications/proof of registration, credit and criminal checks if required. Candidates must be willing to participate in a rigorous evaluation process.