

# **ERRATUM**

## **CITY OF MATLOSANA LOCAL MUNICIPALITY**

### **POSITION: HEALTH PROMOTION COORDINATOR X2**

**Salary:** R489 972.00 – R540 984.00 per annum (Level 6)

### **Qualifications**

- Grade 12, National Diploma/ or Degree in General Nursing/ or Community Health/ or Midwifery and Psychiatry

### **Requirements and Experience**

- Professional Nurse registered with the SANC / or Occupational Health Practitioner
- Minimum of 5 years' experience in an Occupational Health environment, of which 2 years in supervisory level.
- Certificate in Occupational Health will be an added advantage
- Valid Code B driver's license.
- Computer literacy (Microsoft Applications)
- Excellent interpersonal and communication skills.
- Excellent Customer Care

### **Key Performance Areas**

- The implementation and facilitation of a medical surveillance programme including screening for employees at risk.
- Plan health promotion 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.
- Case management: 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 including Medical boarding.
- 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.
- Facilitate awareness of and provision of education/training to prevent potential health risks.
- Procurement and control of medical supplies.
- Record-keeping.
- Compiling reports Utilises principles of human resource, financial and quality management in the management of the occupational health facility.