

## ADVERTISEMENT

### WELLNESS CENTRE COORDINATOR -KOKSTAD (KWA-ZULU NATAL)

**Job Purpose:** To provide administrative support to Clinic Nurse in order to offer primary nursing health care services on a regional basis. Ensure that Truck Drivers encouraged to manage their health status thereby keeping them healthy and productive for as long as possible.

**Job Objectives:**

- Provide administrative support by maintaining proper system and processes for the control and supply of medicines
- Ensure that stationery supplies are kept up to date
- Educate and distribute pamphlets to sensitise Truck Drivers on the importance and availability of the primary health care service
- Ensure patient records are opened and properly stored for easy retrieval
- Ensure that a contact list of referral institutions are set up and updated as per the Clinic Nurse instructions and guidance
- Ensure that the Clinics are kept clean and that maintenance is done when and where necessary
- Provide regular statistical data and reports required by Management
- Identify risk management issues related to Clinics and set in place measures to mitigate the risk.

**Requirements Knowledge:**

- Knowledge and experience administrative procedures
- Computer skills
- Administration skills as a Lay Counsellor
- Record keeping and reporting skills



### **Related Skills:**

- Interpersonal –managing patients’ anxiety and concerns
- Demonstrate empathy and caring
- Negotiation skills
- Counselling skills

### **Education & Qualification:**

- Grade 12
- Post Matric Qualification in HIV/AIDS Lay Counselling Certificate
- Minimum of 1-2 years’ administrative experience as an HIV/Aids Lay Counsellor

### **REMUNERATION GRADE: B4**

**It is the Council’s intention to promote equity through the filling of all numeric targets as contained in the EE Plan, first preference will be given to Indian Males and White Males.**

**Applications:** All applications accompanied by comprehensive word format CV’s must be forwarded to the **NBCRFLI** Human Resources department via email address specifying the area in which you are applying for to [recruitment-ms@nbcrfli.co.za](mailto:recruitment-ms@nbcrfli.co.za) before the closing date.

**Closing date: 30 May 2025**

**Should you not hear from us within 30 days after the closing date, please consider your application unsuccessful.**

## **PROTECTION OF PERSONAL INFORMATION ACT.**

Personal information collected and processed for purposes of recruitment will be protected from unauthorized access and improper use or disclosure.

## **DECLARATION AND INFORMED CONSENT.**

By submitting your application for the advertised role, you give Council permission to process your personal information, and you acknowledge that you understand the purpose for which it is required and for which it will be used. Furthermore, you declare that all personal information supplied to the Council for the purposes of recruitment is accurate, up to date, not misleading and that it is complete in all respects.