

payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant post within Langeberg Sub-district for a period of 3 months from date of advert.

CLOSING DATE

:

23 May 2025

POST 15/321

:

OCCUPATIONAL THERAPY TECHNICIAN

SALARY

:

R269 106 per annum

CENTRE

:

Nelspoort Hospital

REQUIREMENTS

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Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapy Technician. Registration with a Professional Council: Registration with the HPCSA as an Occupational Therapy Technician. Experience: **Grade 1:** None after obtaining an appropriate qualification that allows for registration as an Occupational Therapist with the Health Professional Council of South Africa (HPCSA). **Grade 2:** A minimum of 10 years appropriate experience after obtaining an appropriate qualification that allows for registration as an Occupational Therapy Technician with the Health professional Council of South Africa (HPCSA). Inherent requirements of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Basic computer literacy. Ability to work in a team and independently. The ability to communicate (written + verbal) Ability to be flexible and innovative in response to differing client needs. Assisting in wheelchair repairs. Manage own caseload independently under the supervision of an OT. Accurate and timeous completion of relevant administrative forms/tasks. Regular and accurate stock checks Sound knowledge of various physical and mental health conditions and management thereof. Supervision experience with regards to patients.

DUTIES

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Implementation of specific Occupational Therapy Clinical Service under the Supervision of an Occupational Therapist. Assisting and presenting of hand activities (arts and crafts, needlework ect.) Contributes to specific Occupational Therapy Assessments through conducting screening evaluations according to set clinical protocols and guidelines. Contributes to Occupational Therapy Intervention through planning, implementing and evaluating activities according to prescribed program. Performs all administrative tasks related to Clinical Service Delivery including record keeping and data information. Assist with progress and development of OT program. General Administrative Duties not related to Clinical Service Delivery. Including stocktakes and quality control. Contributes to Physical Resource management. Attending relevant meetings.

ENQUIRIES

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Ms R Jonker Tel No: (023) 414 8200/48

APPLICATIONS

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Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

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No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment. 'Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status'. The pool of applicants will be considered for similar vacant posts within Central Karoo District for a period of 3 months from the date of advert.

CLOSING DATE

:

23 May 2025

POST 15/322

:

ADMINISTRATION CLERK: SUPPORT (GENERIC)

Garden Route District

SALARY

:

R228 321 per annum

CENTRE

:

Thembalethu CDC, George Sub District

REQUIREMENTS

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Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Health Information Systems (PHCIS, Sinjani,Tier.Net/ETR and Ideal clinic capturing): Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in Microsoft Package (MS Windows, Word and Excel, Outlook) proof must be attached. Knowledge of record keeping procedures, Registry and Archive policy. Knowledge and experience in Departmental systems, (PHCIS, Sinjani, Tier .net/ETR and Ideal clinic capturing) The ability to accept accountability and responsibility and to work independently and unsupervised Excellent communication skills (verbal and written). NOTE: No payment of any kind is required when applying for the post. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.

DUTIES

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Perform effective administrative role as a member of the Health Management Team. Record keeping, filing and retrieving of folders, tracing of old folders and compiling of new folders, destruction of folders. Maintenance of effective Registry Plus functions. Completion of registration and updating of patient information Effective data management and administer quality monitoring.