



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20240228/1483
Advert Reference Number:	NDH 05/2024
Job Title:	CHIEF OCCUPATIONAL THERAPIST
Job Level:	12
Vacancy Type:	Internal & External
Salary:	GRADE 1: R520 785.00 R578 367.00 Per annum GRADE 2: R595 251.00 R658 482.00 Per annum
Department:	KZN HEALTH
Component:	NORTHDALÉ DISTRICT HOSPITAL
Employment Type:	Permanent
Center:	Northdale District Hospital-Assessment and Therapy
Number Of Posts:	1

Duties/Responsibilities:

.To ensure comprehensive assessment and therapeutic management of patients in the Occupational Therapy Department
 .To plan and implement and optimal Occupational Therapy service in accordance with the rules, regulation & scope of practice as provided by the HPCSA
 .Perform clinical responsibilities with applicable legislation
 .Ensure a comprehensive paediatric and general OT service encompassing assessment, treatment, caregiver training, group work and block therapy
 .Manufacturing of assistive devices, splints, and pressure garments
 .To monitor and participate in Community Outreach and home visits
 .To assist patients with specialised seating in wheelchairs and buggies
 .To perform medico-legal assessments and provision of ongoing care, based on the outcomes of assessments
 .Assume effective clinical administrative responsibilities: Patient Report writing, Medico Legal report writing
 .To review reports written by Occupational Therapy staff members before being released
 .Attend multidisciplinary case discussion meetings
 .Attend product training
 .To manage the Occupational Therapy Department's staff
 .To provide orientation to all new staff members and community service occupational therapists students
 .Mentorship, support, education and training of staff members and ends
 .Initiate/implement and participate in professional development programme and teaching
 .Maintain Record of all CPD trainings for Occupational Therapy Department
 .Monitoring and Evaluating of wheelchair Repair site with DPSA wheelchair repairers
 .Ensuring implementation of Quality Assurance programme within the Occupational Therapy Department
 .Initiate, implement and Monitor Quality Assurance Audits within the department (Clinical Audits and QIP's)
 .Ensure compliance with National Core Standards
 .Ensure compliance with Infection, Prevention and Control Policies and guidelines
 .Ensure compliance with Occupational Health and Safety policies and guidelines
 .To ensure adequate equipment and resource management
 .Planning, develop and implementation of operational and procurement plans for the department
 .Monitor procurement and budget plans for the department
 .Manage appropriate utilization of the budget and procurement of equipment
 .Implement stock control measures
 .Maintain good record keepings of all consumable in department and order when required
 .Assuming of Administrative Responsibilities
 .Attend provincial, district, Head of Department, multidisciplinary and departmental meetings
 .Report and action the resolutions of the meetings attended.
 .Collect, Analyse and Collate departmental statistics
 .Report writing (Programme and Medico Legal)
 .Leave Management
 .Labour Relations (grievance management)
 .Performance Appraisals (EPMDS)

Qualifications and Experience:

.GRADE 1: A Minimum of three (03) years appropriate experience as an Occupational Therapist after registration with the Health Professions Council of South Africa (HPCSA). Senior certificate / grade twelve certificate or equivalent qualification. Appropriate qualification as an Occupational Therapist PLUS current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist PLUS experience with working with neurological impaired paediatric patients PLUS driver's license.

.GRADE 2: A Minimum of eight (08) years appropriate experience in Occupational Therapist after registration with the Health Professions Council of South Africa (HPCSA). Senior certificate / grade twelve certificate or equivalent qualification. Appropriate qualification as an Occupational Therapist PLUS current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist PLUS experience with working with neurological impaired paediatric patients PLUS driver's license.

Essential Knowledge, Skills and Competencies Required:

.Sound knowledge and skill in OT paediatric and general diagnostic and therapeutic procedures.
.Skill and knowledge in the use of OT equipment and Assistive devices, therapeutic modalities (splinting, sewing and seating).
.Knowledge of departmental administrative tasks.
.Knowledge of ethical code and scope of practice
.Ability to problem- solve, and applies analytical processes to patient care.
.Supervisory skill for junior staff and students
.Ability to plan and work in a Multidisciplinary team
.Excellent verbal and written communication skills

Additional Information

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on “Employment & Labour”;
5. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on “Employment & Labour”;
2. Click on “ Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya”;
3. Log in using your username and password;
4. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 08 Mar 2024

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

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