

Identification of Position

Position Title:	Healthcare Facility Manager
Location:	Fourways, Gauteng South Africa
Reports to:	Executive Director
Starting date:	ASAP
Deadline for application:	Close of business – 17th April 2024
Business classification:	NGO - NPC

Organisational Context

Witkoppen Clinic is an award-winning BBBEE primary healthcare clinic and social welfare organisation based in Fourways, Johannesburg.

We serve the neediest and provide excellent healthcare to the informal settlements in the Northern Johannesburg area. Witkoppen prides itself that all its patients are treated with dignity and respect as people are treated holistically.

Employment Equity

Once the affirmative action targets have been met in terms of the Employment Equity Plan of Witkoppen, in any given lifecycle of the Plan, Witkoppen shall thereafter make any appointment in terms of the principle of “suitably qualifying candidate” which shall be based on merit.

Relationships

He/she reports directly to the **Executive Director** and forms part of the **Senior Management Team**.

Responsibilities:

The Healthcare Facility Manager position exists to oversee the well-functioning clinical aspects of Witkoppen Clinic specifically patient care providing a supervisory/management role to clinicians, allied health and social workers to ensure compliance with professional standards, government regulatory requirements and relevant policies and standard operating procedures.

Responsibility as the Information Officer for POPI Act compliance, and the Chairperson of the Health & Safety Committee is designated to this position.

Key Performance Areas;

- Staff management
- Clinical operational management
- Corporate strategy
- Quality improvement
- Reporting
- SHERQ

Required Qualifications & Experience;

- Nursing Degree/PHC (Primary Health Care) or equivalent post basic diploma
- Necessary qualification and registration with SANC (South African Nursing Council)
- Minimum 8 years' experience as PHCN (Primary Health Care Nurse) in a clinical environment with experience in managing HIV (Human Immunodeficiency Virus) /PHC (Primary Health Care) patients
- At least 5 years management experience as a Healthcare Facility Manager
- Advanced medical training from an accredited institution preferable
- Healthcare Administration, Health Services Administration, or similar, in a related field is preferred.
- Quality Assurance experience
- Leadership skills
- Exceptional organisational skills to ensure that quality services are provided.
- Analytical thinking skills and the ability to exercise sound judgement when making decisions
- Reporting skills:
 - Computer skills
 - Report writing
- Conduct meetings & training sessions
- Must be customer service oriented and prepared to liaise with patients, their families and other care providers
- NIMART (Nurse Initiated Management of Anti-Retroviral Therapy)
- Experience in managing a healthcare facility or clinic
- Exceptional written and verbal communication skills
- Ability to supervise and motivate clinic staff to perform their duties efficiently.
- Extremely organised and detail-oriented
- Ability to delegate tasks as needed
- Knowledge of procuring supplies, equipment, and staff needed at the clinic.
- Competency with computer-based healthcare administration systems.

Interested persons may apply by sending their application/CV to hr@witkoppen.co.za