



# JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED

Registration No. 2011/010448/07

## VACANCY: JOINT MEDICAL HOLDINGS

<b>DIVISION:</b>	<b>RIBUMED BALLITO BEHAVIOURAL CENTRE</b>
<b>JOB TITLE:</b>	<b>TEAM LEADER – BEHAVIOURAL CENTRE</b>
<b>PURPOSE OF POSITION</b>	
The incumbent will be responsible for overseeing all aspects of operating a unit within the behavioural department from supervising nursing staff to monitoring patient care.	
<b>KEY PERFORMANCE AREAS</b>	
<ul style="list-style-type: none"> <li>• Delegate responsibilities accordingly.</li> <li>• Supervises preparation and maintenance of psychiatric patient clinical records and write reports on psychiatric staff performance and service rendered.</li> <li>• Maintain pre-set inventory standards for solutions, supplies, medicines, and equipment, and keeps track.</li> <li>• Understand and follow policies, procedures, and protocols.</li> <li>• To lead and supervise the staff in the Psychiatric Ward.</li> <li>• Interact with doctors, patients, and colleagues.</li> <li>• Handle conflict situations in the ward.</li> <li>• Responsible for equipment maintenance and motivations.</li> <li>• Recruitment of nursing personnel with the NSM.</li> <li>• Managing of staff including nursing hours, performance reviews and any other IR related issues</li> <li>• Plan strategically and financially.</li> <li>• Ensure the behavioural ward is always running to the highest standards.</li> <li>• Responsible for coordinating DOH and OHSC and SANC inspections within the unit</li> <li>• Facilitate marketing initiatives</li> <li>• Responsible for equipment and CAPEX unit maintenance</li> </ul>	
<b>COMPETENCIES (The following will be advantageous)</b>	
<b>MINIMUM REQUIREMENTS</b> (Educational Qualifications & Experience)	<ul style="list-style-type: none"> <li>• Grade 12 (Matric).</li> <li>• Degree/diploma in Nursing or equivalent.</li> <li>• Must have a psychiatric qualification.</li> <li>• Extensive knowledge of mental health conditions and issues in mental health.</li> <li>• Ability to lead and manage multi-disciplinary team and uni-professional team.</li> <li>• Diploma in Nursing Administration or related to would be advantageous.</li> <li>• Computer literacy – MS Word &amp; Excel.</li> <li>• Competent with the Hospital Regulations and Policy.</li> </ul>
<b>SKILLS</b> (Practical & Technical)	<ul style="list-style-type: none"> <li>• Excellent Communication Skills</li> </ul>

<b>BEHAVIOURAL ATTRIBUTES</b> (Personality Characteristics)	<ul style="list-style-type: none"> <li>• Professionalism and initiative</li> <li>• Well-spoken and respectful</li> <li>• Must be able to adhere to all company rules and policies.</li> <li>• The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous improvement.</li> </ul>
<b>JMH VALUES</b> (Commitment)	<ul style="list-style-type: none"> <li>• We respect the dignity of an individual.</li> <li>• We are committed to giving our doctors top quality service.</li> <li>• We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential.</li> <li>• We are committed to providing our shareholders with a fair rate of return on their investment.</li> <li>• We will act in a responsible manner towards our physical and social environment.</li> </ul>

**CV's together with supporting documents should be submitted to: [ribumedrecruit@ribumed.co.za](mailto:ribumedrecruit@ribumed.co.za)**

**NB: Only short-listed candidates will be contacted.**

**POPIA CLAUSE – HR ADVERTS**

**Your information is collected and processed in accordance with the Protection of Personal Information Act No 4 of 2013 (POPIA).**

**By applying to this advert, you consent to JMH (Pty) Ltd collecting and processing your personal information for the purpose of determining your eligibility for the advertised position.**

**If unsuccessful, your personal information is securely destroyed and is not retained by the company.**

**Closing date for applications is 11 October 2024**

**Yours faithfully  
Jenny Bux Group HR Manager**

