



RE-ADVERTISEMENT

<u>POST</u>	:	<u>ASSISTANT DIRECTOR – OCCUPATIONAL THERAPY/ PHYSIOTHERAPY / SPEECH THERAPY: ALLIED HEALTH (CASE MANAGER /PROJECT COORDINATOR)</u>
<u>CENTRE</u>	:	QUEEN NANDI REGIONAL HOSPITAL
REFERENCE NO	:	EMP45/2021
<u>SALARY</u>	:	Grade 1: R525 087.00 – R582 771.00 per annum.

APPOINTMENT REQUIREMENTS:

- Degree in Occupational Therapy/Physiotherapy/ Speech therapy **PLUS**
- Current registration with Health Professional Council of South Africa. **PLUS**
- Minimum of 5 years work experience within a hospital with Paediatrics experience of which at least 3 years must be supervisory in nature. **PLUS**
- Unendorsed valid Code B driver's licence (Code 08).
- **Proof of experience should be attached to the application. (Certificates of service or official letters of service from previous/current employers, signed and stamped by HR)**

RECOMMENDATIONS

- Paediatric Neurodevelopmental Therapy and medicolegal experience will be added advantage

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:-

- Excellent knowledge and expert skill in occupational therapy/ physiotherapy, Speech Therapy, diagnostic and therapeutic procedures
- Knowledge of the scope of other rehabilitation professions.
- Additional knowledge of the assessment and ongoing holistic and comprehensive care of children with neuro-developmental disorders, especially Cerebral Palsy, and their families.
- Excellent knowledge in rehabilitation equipment, assistive devices and relevant consumables.
- Sound knowledge and skill of institutional administrative tasks.
- Knowledge of medicolegal procedures and reporting related to rehabilitation.
- Knowledge of all current legislation related to Occupational therapy/ physiotherapy / Speech Therapy eg. Scope, Acts, guidelines, etc
- Good knowledge of current research and development
- Excellent management and supervisory skill for both staff and students
- Excellent interpersonal and communication skills
- Excellent problem solving and analytical skill for patient care and management.
- Ethical reasoning in clinical and human resource management.



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- Good leadership, flexible, innovative, resourceful and creative with excellent organisational and time management skills
- Good I.T. knowledge and skills – excel, word and power point

KEY PERFORMANCE AREAS:

- Overall management of the allied medicolegal service for the Northern Region of KZN (area 3).
- Monitor and coordinate all rehabilitation services (Physio, OT, speech, Audiology) and other relevant services (Psycho-social, Nutritional, medical and surgical) for all medicolegal patients between Queen Nandi Hospital and Ngwelezana Hospital, private practitioners, drainage hospitals and legal services as needed.
- Ensure coordinated bookings for lodging, assessment, treatments, block therapy, NGO consultations, legal consultations, and other medical professional consultations.
- Manage a case load, assess and treat patients when indicated and provide an expert opinion on rehabilitation services.
- Audit, compile and produce comprehensive medicolegal assessments, progress reports and quantitative costing for all holistic comprehensive care.
- Audit and review case progress
- Liaise with the legal department and associated legal professionals to determine the needs of each case, evaluate plaintiff rehabilitation reports, prepare court documents, and appear in court as needed.
- To facilitate appointments and referrals to all relevant medical professionals and other role players as directed by the assessing and treating rehabilitation staff.
- Develop strategic and operational planning for the Centre of Excellence at Queen Nandi and Ngwelezana Hospitals
- Develop policies, clinical guidelines, operational procedures and quality assurance processes for the Centre of Excellence.
- To supervise all staff and students allocated to the service and ensure effective staff utilization.
- Ensure a comprehensive training programme with research and analysis for medicolegal services.

CONTACT ENQUIRIES: DR M SAMJOWAN - 035 907 7008
CLOSING DATE: 21.01.2022

DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted:
 - a. Application for Employment Form (Z83), which is obtainable at any Government Department or the website : www.kznhealth.gov.za. Z83 application forms must be completed and signed
 - b. Certified copies of highest educational qualification – not copies of certified copies.
 - c. Professional Registration Certificate.
 - d. Comprehensive Curriculum Vitae together with Copies of ID, Valid Drivers Licence (if applicable)
2. The reference number must be indicated in the column provided on the form Z83 **e.g.** EMP 27/2011.
3. **NB: Failure to comply with the above instructions will disqualify applicants.**
4. People with disabilities should feel free to apply.
5. The department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution.



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6. Please note that due to a large number of applications envisaged to be received, applications will not be acknowledged. If there is no notification received within three months after the closing date, please regard your application as unsuccessful. Every shortlisted applicant will be advised of the outcome of his or her application in due course.
7. Employment Equity Target : African Male
8. Fingerprints will be taken on the day of the interview
9. The social media accounts of shortlisted applicants may be assessed.
- 10. The appointment is subject to positive outcome obtained from the NIA to the following checks: pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening.**
11. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered).
- 12. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply:**
 - *Subsistence & Travelling (S&T) allowance claims will not be processed.*
 - *Resettlement and or relocation claims will not be paid*
 - *The Hospital has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty.*
 - *Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided*
- 13. Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021)**

All applications must be forwarded to:

**THE HOSPITAL CEO
QUEEN NANDI REGIONAL HOSPITAL
PRIVATE BAG X20005, EMPANGENI, 3880**

**Hand Delivered Applications (HR office hours: 07h00 to 16h00 – Monday to Friday)
29 Union Street
EMPANGENI
3880**

Attention: Human Resource Office

**Original copy signed
ACTING HOSPITAL CEO**