

**NETCARE**

# Vacancy

Closing date: 23.11.2023

## Role profile

Role title	Enrolled Nurse Auxiliary
Division	Akeso Division
Location	Akeso Stepping Stones Clinic
Reporting structure	Nursing Services Manager

## Role summary

The Enrolled Nursing Auxiliary (ENA), plays a pivotal role in which to ensure that each patient is treated with dignity and respect at all times. The ENA ensures that the patient is in a safe environment and that their individual needs are addressed, thereby delivering high quality mental health care and physical health care to patients within Akeso Stepping Stones Clinic. The ENA has knowledge and skills to confidently role-model a high standard of nursing practice at all times.

## Key work output and accountabilities

- Accurate, comprehensive and confidential recordkeeping.
- Accurate participation in direct nursing care: Personal hygiene, nutritional and elimination needs, observation of behaviour, doing of vital signs, supervision, safety of patients and the need for sleep and rest.
- Accurate participation in indirect nursing care: Liaison with Catering and Housekeeping departments, management of patient belongings and valuables.
- Attendance, participation and reporting in delegated Meetings.
- Developing excellent inter-personal relationships.
- Ensuring medical consumable stock levels are maintained.
- Ensuring Policies and Procedures are adhered to.
- Maintaining open communication with patients and family.
- Maintenance of equipment and environment.
- Providing of continuous feedback to all relevant parties.

## Skills profile

### Education

- Current registration with the South African Nursing Council as an Enrolled Nursing Auxiliary.

### Work experience

- At least two years' experience in Psychiatric Nursing in a Psychiatric facility.

### Other requirements:

- Own Reliable Vehicle

### Knowledge

- Full understanding of the Nursing Act, No. 33 of 2005 and the Nursing Act, No. 50 of 1978 and the Regulations.
- Full understanding of the Mental Health Care act, No. 17 of 2002 and the Regulations.
- Must have an understanding of confidentiality issues and the use of discretion.
- Computer literacy.
- Excellent written and oral communication skills.
- Excellent organisational and supervisory skills.

### Non Managerial/ Specialist Skills

Customer Focus and Service Delivery	The capacity to identify and respond to the needs of *internal and external customers.  *Internal and external customers include patients, doctors, colleagues, suppliers, visitors, vendors and any other person that requires a relationship
Continuous Improvement	The capacity to improve systems and processes to facilitate continuous improvement.
Personal Work Ethic	Capacity to instil an ethic of quality and consistency in self and others.
Building Relationships	Capacity to establish constructive and effective relationships.
Communication	The capacity to clearly present information, either written or verbal.
Teamwork	Capacity to cooperate with others to work towards a common goal.
Technical Knowledge	The capacity to perform a technical function to required standards.

### Values and behaviours

Netcare values	<p>At Netcare, our core value is care. We care about the dignity of our patients and all members of the Netcare family. We care about the participation of our people and our partners in everything we do. We care about truth in all our actions. We are passionate about quality care and professional excellence.</p> <ul style="list-style-type: none"><li>• Care - The basis of our business. The professional, ethical patient care and services we offer at every level of the organization.</li><li>• Truth - The crucial element in building relationships that work. Open communication with honesty and integrity is essential.</li><li>• Dignity - An acknowledgement of the uniqueness of individuals. A commitment to care with the qualities of respect and understanding.</li></ul>
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	<ul style="list-style-type: none"> <li>• Compassion - We engage everyone with compassion and respond with acts of compassion in all interactions with our patients and their families.</li> <li>• Participation - The willingness and desire to work in productive and creative partnerships with others and the commitment to communicate.</li> </ul>
The Netcare way	<p>Netcare is committed to providing quality care. Our basic service standard holds us accountable for the below seven behaviours, which you will be accountable to uphold:</p> <ul style="list-style-type: none"> <li>• I always greet everyone to show my respect.</li> <li>• I always wear my name badge to show my identity.</li> <li>• I am always well-groomed to show my dignity.</li> <li>• I always practise proper hand hygiene to show my care.</li> <li>• I always engage to show my compassion.</li> <li>• I always say thank you to show my appreciation.</li> <li>• I always embrace diversity to show I am not a racist.</li> </ul>

## Application process

### Netcare is an equal opportunity employer

The Company's approved Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Netcare actively supports the recruitment of people with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to [stp.recruitment@akeso.co.za](mailto:stp.recruitment@akeso.co.za)

#### Please note:

- Please note that reference checks for internal applicants will be conducted with the applicant's current and past Netcare direct line managers and the relevant Netcare HR Managers. Therefore, employees are encouraged to discuss internal job applications with their direct line manager to ensure that the line manager is aware of the application.
- The terms and conditions of employment relating to the function you have applied for will be based on those in the Division within which you will be employed.
- If a candidate has any disability that may impair the individual's ability to perform the job function, the candidate must kindly inform the employer so that an assessment for reasonable accommodation can be made.
- By applying for this position and providing us with your CV and other personal information, you are consenting to the information being processed for possible recruitment and selection purposes only or for such purposes relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without obtaining your prior consent.
- If your application is not successful, we will retain your CV and other information provided on our electronic system for 12 months. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection, and we will immediately securely destroy your personal information.
- Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days of the closing date of this advert, should consider their application as unsuccessful.

