

# Ward Administrator – High Care/ICU

The Group is committed to creating places of healing for their communities, focused on attracting the best expertise and dedicated to building a steadfast, devoted team.

## Role Summary:

The incumbent will be responsible for the co-ordination of all secretarial work in the ward and responsible for receiving all new patients, visitors, and doctor's in the ward as well as to make them feel welcome. The incumbent will further be required to assist the ward staff and the Unit Manager.

## Key Work Output and Accountabilities:

- Answers the telephone in a friendly and professional manner
- Ensure all new admissions are on the patients name board with the time and date.
- Ensure the patient receives a ward information form
- Place the required stickers in the bulletin book
- Ensure suitable arrangements are made with the ward that patient is being transferred to or from
- Discharges may only occur once the Doctor has given his consent in writing
- Assist with staff shift planning in the ward if required
- Complete and update "Monthly Register" for learners
- Ensure all billing is up to date

## Inherent Requirements:

- Grade 12 or equivalent NQF Level 4 Qualification
- 2–3 years' experience in a secretarial position/Hospital experience
- Basic to intermediate Computer Literacy
- SAP experience is advantageous

## If you are interested in the position and wish to apply, kindly forward your CV to [thato.qacha@lenmed.co.za](mailto:thato.qacha@lenmed.co.za)

By applying for this position and providing us with your CV and other personal information, you are consenting to the information being used for the specific purpose for which it was provided, which is recruitment purposes and possible appointment purposes (should you be successful). Please note that your information will be processed for recruitment 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 retain your CV and other information provided for a period of 6 months after which it will be destroyed in a secure manner. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection and we will immediately destroy your personal information in a secure manner.



## WORK PROFILE

**Location:**  
Randfontein Private Hospital

**Job Grade:**  
B3

**Benefits:**  
Pension and Medical Aid

**Date Posted:**  
2 August 2022

**Closing Date for Applications:**  
9 August 2022

Lenmed 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. Lenmed actively supports the recruitment of people with disabilities. In the event of any physical or psychological limitation that may impair an individual's ability to perform the job function, the employee must consult the employer for reasonable accommodation.

**Should you not receive a response within three weeks after closing date, kindly consider your application unsuccessful.**