



JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED

Registration No. 2011/010448/07

VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	ASCOT PARK HOSPITAL
JOB TITLE:	UNIT MANAGER – PSYCHIATRIC WARD
PURPOSE OF POSITION	
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.	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> • Delegate responsibilities accordingly. • Supervises preparation and maintenance of psychiatric patient clinical records and write reports on psychiatric staff performance and service rendered. • Maintain pre-set inventory standards for solutions, supplies, medicines, and equipment, and keeps track. • Understand and follow policies, procedures, and protocols. • To lead and supervise the staff in the Psychiatric Ward. • Interact with doctors, patients, and colleagues. • Handle conflict situations in the ward. • Responsible for equipment maintenance and motivations. • Recruitment of nursing personnel with the NSM. • Plan strategically and financially. • Ensure the behavioural ward is always running to the highest standards. 	
COMPETENCIES (The following will be advantageous)	
MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none"> • Grade 12 (Matric). • Degree/diploma in Nursing or equivalent. • Minimum of 5 years' post-qualifying experience, deputising for the Unit Manager or as a Team leader. • Must have a psychiatric qualification. • Extensive knowledge of mental health conditions and issues in mental health. • Ability to lead and manage multi-disciplinary team and uni-professional team. • Diploma in Nursing Administration or related to would be advantageous. • Computer literacy – MS Word & Excel. • Competent with the Hospital Regulations and Policy.
SKILLS (Practical & Technical)	<ul style="list-style-type: none"> • Excellent Communication Skills
BEHAVIOURAL ATTRIBUTES (Personality Characteristics)	<ul style="list-style-type: none"> • Professionalism and initiative • Well-spoken and respectful • Must be able to adhere to all company rules and policies. • The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous improvement.

JMH VALUES
(Commitment)

- We respect the dignity of an individual.
- We are committed to giving our doctors top quality service.
- We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential.
- We are committed to providing our shareholders with a fair rate of return on their investment.
- We will act in a responsible manner towards our physical and social environment.

cv's together with supporting documents should be submitted to: ascotrecruit@jmh.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 23 July 2024

Yours faithfully
Jenny Bux Group HR Manager

