

## VACANCY: JOINT MEDICAL HOLDINGS

<b>DIVISION:</b>	DURDOC HOSPITAL -RECEPTION
<b>JOB TITLE:</b>	BED BOOKING CLERK/SWITCHBOARD OPERATER X1- TEMP 4 MONTHS
<b>PURPOSE OF POSITION</b>	
The incumbent will be responsible for managing the full bed booking and switchboard operator function	
<b>KEY PERFORMANCE AREAS</b>	
<ul style="list-style-type: none"> <li>• Taking bed bookings from doctors telephonically.</li> <li>• Interaction with Unit Managers for possible discharges, vacant beds, etc.</li> <li>• Respect the confidentiality of patients, visitors, and doctors' requirements, addressing their needs with maturity and concern.</li> <li>• Administration controls relating to doctors' rosters and payment schedules.</li> <li>• Must be able to work under pressure, independently and unsupervised.</li> <li>• Excellent decision-making regarding movement of patients.</li> </ul>	
<b>COMPETENCIES (The following will be advantageous)</b>	
<b>MINIMUM REQUIREMENTS</b> (Educational Qualifications & Experience)	<ul style="list-style-type: none"> <li>• Must have Grade 12 qualification.</li> <li>• Must be computer literate.</li> <li>• Must have minimum 1-2 years <b>relevant</b> hospital experience.</li> <li>• Must be prepared to do shiftwork (<b>Night shift / Day Shift</b>)</li> <li>• Must have experience with Medical Aids and Pre-authorizations Essential.</li> <li>• Must have knowledge of admissions will be advantageous</li> <li>• The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous improvement.</li> <li>• Switchboard experience would be an added advantage</li> </ul>
<b>SKILLS</b> (Practical & Technical)	<ul style="list-style-type: none"> <li>• A general knowledge of hospital systems, processes, and procedures.</li> <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> </ul>

**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: [durrecruit@jmh.co.za](mailto:durrecruit@jmh.co.za)

**NB: POPIA CLAUSE**

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 28 JUNE 2022**

**Yours faithfully**  
**Jenny Bux Group HR Manager**