



VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	DURDOC HOSPITAL - THEATRE
JOB TITLE:	THEATRE PORTER X1
PURPOSE OF POSITION	
Understands and supports the mission, vision, and values of the organisation. Promote the health, welfare and safety of all patients in the organisation.	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> • To assist patients to and from Theatre. • To carry out these duties with politeness and respect. • To perform other relevant tasks if so, requested by your Superior. • Deal with customer/ staff/patient queries in a courteous, effective and efficient manner • Collection / transportation of X-rays, reports, medical records as required. • Collections of all internal and external post from Admin, doctor's rooms and delivery Hospital department. • Assisting ward nurses with transfer of inpatient from wards to diagnosis departments when required. • Assist Concierge at times with patient's luggage and wheelchair as required • Working closely with all departments, ensuring the safe environment of goods and equipment through hospital. • Ensures that patients are transported around hospital and in/from doctors rooms' safety professionally offering high quality service delivery. • To carry out these duties with politeness and respect. 	
COMPETENCIES (The following will be advantageous)	
MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none"> • Must have a grade 12 qualification. • Incumbent must be able to work under pressure within a team environment, be people oriented and accept job ownership. • Must be prepared to work weekends and public holidays • Be prepared to do shiftwork
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.
JMH VALUES (Commitment)	<ul style="list-style-type: none"> • 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	
	<p style="text-align: center;"><u>NB: POPIA CLAUSE</u></p> <p>Your information is collected and processed in accordance with the Protection of Personal Information Act No 4 of 2013 (POPIA).</p> <p>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.</p> <p>If unsuccessful, your personal information is securely destroyed and is not retained by the company.</p> <p style="text-align: center;">Closing date for applications is 12 JULY 2022</p> <p style="text-align: center;">Yours faithfully Jenny Bux Group HR Manager</p>