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Registered Nurse 2 Year Fixed Term Contract Philippi Village

The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, we invite you to explore the possibility of joining us to play your part in Desmond Tutu HIV-Foundations' exciting future.

Main Purpose

Providing clinical care and health education to all clients and study participants accessing the YW&G Programme and providing research and administrative assistance on the project. To assist with day to day nursing functions within a research-related, primary healthcare environment. To perform HIV counselling and testing. Assist with the clinic's Family Planning and STI services.

Requirements:

- Registration with the South African Nursing Council (SANC) as a registered nurse
- At least 2 years nursing experience
- At least 1 year research experience would be advantageous
- Knowledge of an adolescent friendly clinical environment would be advantageous
- Knowledge of HIV/AIDS and would be advantageous
- Computer literacy with sound knowledge of email, Word and Internet
- Strong verbal, written and interpersonal communication skills
- Ability to work well under pressure and to maintain effectiveness during changing conditions
- Ability to work harmoniously with youth of diverse backgrounds
- Client focused
- Administration skills
- Must be able to work as a member of a team
- Must be detail orientated
- Excellent planning and organising skills
- Work standards

Responsibilities:

- Provide a welcoming and supportive environment for participants
- Perform all activities according to Good Clinical Practice (GCP) Standards
- Perform HIV, STI and chronic disease rapid testing, pregnancy tests and assist with counselling and referring to appropriate services
- Provide Family Planning and provide STD / HIV education
- Discuss infection control and safer sex practices

PASSION | INNOVATION | PROGRESS

Association incorporated under Section 21 registration no. 1999/005072/08 : NPO no. 148-956
Public Benefit no. 18/11/12/51

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim(Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Mr C Abrahams; Dr M Sienaert

www.desmondtutuhivfoundation.org.za

- Offer support and counselling to infected volunteers
- Contact referral agencies where applicable
- Arrange follow-up appointments/referrals to relevant services / organizations
- Maintain accurate participant records
- Ensure that results are received and recorded accordingly
- Refer all related queries to the Project Coordinator as required
- Assist with volunteer recruitment
- Assist with obtaining informed consent in keeping with GCP principles Conduct the screening, eligibility assessment and enrolment procedures for study participants
- Clinical assessment of potential study participants
- Complete and file all study records and source documents as per protocol / standard operating procedure requirements
- Assist with the conducting and completion of biometrics enrolment for all new participants
- Maintain research documentation as per standard operation procedures and quality management plan
- Assist in maintaining good clinic flow
- Assist Project Coordinator in day to day clinic functions and inform them of daily clinic progress
- Assist in keeping stock of all consumables and stock
- Keep stock of all medical requirements
- Assist with recording and maintaining cold chain temperatures in nurses consultation area
- Assist with recording of refrigerator temperatures on daily basis
- Assist with checking crash cart contents on a weekly basis
- Participate in inventory and supply management
- Ensure familiarity with local counselling testing and referral guidelines
- Assist in the development of a client-friendly service
- Respond to data quality control queries timeously
- Maintain and file lab results appropriately
- Assist in preparing files for monitoring purposes

Values fit: Passion Innovation Progress Integrity Respect Excellence

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager Jobs@hiv-research.org.za by 01 December 2016 Job reference: #DTHF/C043. Incomplete applications will not be considered.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

I understand and accept that, by applying for this role, I authorise Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

This job may be removed before it expires.

If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.

Desmond Tutu HIV Foundation is a child friendly organisation committed to the protection of children.

For more information about the organization please visit our website at www.desmondtutuhivfoundation.org.za