

Nakekela Christian Community Centre Association

Voluntary Association

(Care-centre for terminally ill patients)

Registration Number: 092-054-NPO

PBO Registration 930040184

ADMINISTRATION COORDINATOR REQUIRED

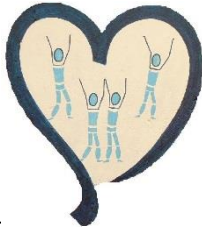
Nakekela seeks to demonstrate the love of Jesus to people in Tweefontein G, KwaMhlanga, who are infected and affected by HIV/AIDS by caring for terminally and chronically ill people with in and out patient care; and providing training and counselling that strengthens families and increases health seeking behaviour in the community.

Nakekela Christian Community Centre Association is seeking for a qualified and experienced for the following post

ADMINISTRATION COORDINATOR.

DUTIES AND RESPONSIBILITIES:

- **Client Information:** Log admission information, ensure that the exit interviews with the patients are done, responsible of filing of patient information in relevant files when discharged or in case of death, coordinate entry of all information into client information system. Enter all patient data and community training data in the client information system
- **Personnel:** Noting of staff leaves applications and record keeping, keep job descriptions up to date, assist with the work schedules of Kitchen Workers and Care Workers, assist with arranging replacement for staff not been at work, noting of staff minutes of the meetings, keep record of all statistics needed for monthly reports, keep Policy and Procedures up to date so staff members so that are able to view it at all times and ensure all staff are aware of policies and procedures.
- **Finance:** control of all petty cash and records, banking payments, aware and knowledgeable of all financial reporting, insurance policy available with appropriate coverage with an up-to-date list of assets
- **Marketing:** create awareness concerning Nakekela's calling in the community. Keep website up to date, blog, Facebook posts, publishing and distribution of a Nakekela Newsletter, Twitter, marketing and advertising.
- **Communications:** reception and receive all visitors while directing them to the necessary area, provide visitor tours, assist with fund raising, organisation of events
- **Biblical Counselling and Spiritual Care:** do biblical counselling and witness to patients in their own language, do devotions to staff and patients plus teach Care Workers and Home-Based Care Workers on how to facilitate these sessions, support staff by presenting counselling and debriefing plus trauma debriefing, make up devotion plans and support staff so they can follow through on the plan.
- **Other:** support the Admin Office income generation project. Demonstrate faith in Jesus Christ as defined by the Bible and lived consistently through a godly lifestyle with active participation in a Christian church with a friendly and kind disposition. Follow the mission statement, guiding principles, policies and procedures as well
- as the **code of conduct.** Demonstrate organizational and planning skills, timeliness, information gathering and monitoring skills, and attention to detail and accuracy. Demonstrate personal initiative, reliability, confidentiality, and communication skills with all levels of personnel. Make decisions, ensure accountability for all issues and manage when issues arise and put solutions in place. Be willing to work normal hours proactively under pressure and at times on evenings and other days as necessary.



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REQUIREMENTS:

- Matric with relevant for the duties mentioned above. Drivers Licence is preferred.
- Proper knowledge in Micro soft Word, and Excel, please note you might be examined.
- Friendly personality with excellent interpersonal, customer relations skills and teamwork skills and ability to work independently. diploma or Bachelor's degree in business administration or business management or equivalent qualification.

Candidates may directly walk-in to bring their CVs with their relevant documents attached or email to the General Manger Augustus Sibanyoni @ Nakekelaoffice@gmail.com For more info contact 013 945 6861. The closing date: 10 October 2022.