ADVERT FOR VACANT POSITIONS AT ROTOM HEALTH CENTERS

General philosophy

Reach One Touch One Ministries (ROTOM) "envisions older persons living a dignified and fulfilled lives''.

ROTOM:

- Exists to empower older persons and their dependants to acquire a healthy form of existence in Jesus' name.
- Is committed to upholding the Christian faith and its principles of love, evangelism and discipleship, honesty, respect, stewardship, and teamwork.
- Was registered in 2003 as a Non-Government Organization (NGO)
- Also values the principles of transparency and accountability, aims to build good working practices.
- Maintains a strong focus on staff discipline and reliability.
- ROTOM is an equal opportunity employer.

Position: Enrolled Nurse

Reports to: Manager – ROTOM Medical services

LOCATION: ROTOM Health Center - Mukono, Uganda

Qualifications:

- Age: 20-55 years
- Committed /Born again Christian
- Academic Qualification: Certificate in Enrolled and Registered with the nursing council with valid practicing license.
- Experience Requirements: Minimum 1 year in Nursing or related field.
- Other skills required: Good computer skills
- Language Requirements: Proficient in written and spoken English plus the language spoken in the project area.

- Salary/ Benefits: As per contract.

Key Responsibilities are to:

- To provide Nursing Care to all ROTOM clients.
- Triage and provide basic first aid to clients as they may present
- Conduct periodical medial stock and inventory heck.
- Dispensing of drugs as prescribed
- Prepare resources/ materials/ medical equipment/ for sterile procedures and assist clinicians during the procedures.
- Maintain a high level of professionalism
- Maintain up-to-date client registers.
- Participate in the medical team and general staff meetings including CMEs.
- Ensure proper hygiene of patients and the health center.
- Ensure correct and safe disposal of hospital waste
- Ensure seniors have had their meals in time.
- Any other duty assigned by the supervisor

Position: Receptionist/Cashier

Reports to: Medical Officer in charge

Major Responsibilities: Responsible for management of the front desk and cash transactions at the ROTOM Health Center.

Location: ROTOM Muhanga – Rukiga District

Person specifications, qualifications and experience:

- Committed Born Again Christian
- Age: 20 years and above
- Diploma in Business administration, Accounting, Information Technology, Medical Records
- Experience Requirements: Minimum 1 year in Accounting or Administration or related field.
- Other skills required: Good computer skills
- Salary/ Benefits: As per contract.

Key Responsibilities are to:

- Front desk manager and welcoming all ROTOM clients.
- Receive and Handle patients' complaints and inquiries.
- Compiling regular reports to the facility In - charge.
- Responsible for compiling all medical bills to invoicing clients and organizations.
- Preparing and presenting medical facilities expenses` requests and accountabilities.
- Responsible for balancing daily cash collections from cashiers and remitting it to the bank.
- Organize weekly staff meetings.
- Any other work assigned by the supervisor.