



## VACANCY

<b>Job Title</b>	Porter
<b>Division</b>	Hospital
<b>Location</b>	Johannesburg Surgical Hospital
<b>Reporting Structure</b>	Hospital Manager

### Job Summary

As a Porter at Johannesburg Surgical Hospital, you will play a crucial role in providing essential support services to ensure the smooth functioning and efficient operations of the hospital. Porters are responsible for the safe and timely transportation of patients, medical equipment, and supplies within the facility. They are expected to maintain a professional and courteous demeanor while interacting with patients, visitors, and staff.

### Requirements

- **Physical Fitness:** The role of a Porter involves considerable physical activity, including lifting, pushing, and pulling heavy objects and patients. Candidates must be physically fit and able to handle these tasks with ease.
- **Strong Communication Skills:** Effective communication is vital to coordinate with medical staff, patients, and visitors, ensuring a seamless flow of operations.
- **Problem-Solving Abilities:** Porters should possess quick-thinking skills to handle unexpected situations or emergencies that may arise during their duties.
- **Attention to Detail:** The job requires meticulous attention to detail to ensure the accurate and safe transportation of patients and equipment.
- **Interpersonal Skills:** A friendly and compassionate attitude is essential to interact with patients, visitors, and colleagues in a caring and empathetic manner.

### Qualifications

- High school diploma or equivalent.
- Basic knowledge of medical terminology would be an advantage.

### Experience

- Prior experience as a Porter in a healthcare setting is preferred but not mandatory.
- Experience in customer service or a related field will be beneficial.

### Responsibilities

- **Patient Transport:** Safely transport patients to and from different areas of the hospital, including surgical rooms, recovery rooms, diagnostic departments, and patient rooms.
- **Medical Equipment and Supply Transportation:** Ensure timely and secure movement of medical equipment, supplies, and documents between various hospital departments.
- **Waste Disposal:** Handle the proper disposal of medical waste according to hospital protocols and guidelines.
- **Infection Control:** Adhere to strict infection control practices to minimize the risk of cross-contamination.

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- **Customer Service:** Provide assistance and support to patients and visitors, answering their questions and directing them to appropriate locations within the hospital.
- **Collaborate with Medical Staff:** Coordinate with nurses, doctors, and other healthcare professionals to meet the transportation needs of patients.
- **Emergency Response:** Respond quickly to urgent situations, such as patient emergencies or equipment malfunctions, and promptly report them to the relevant personnel.
- **Maintain Cleanliness:** Keep the hospital hallways, waiting areas, and other common areas tidy and free of obstacles.
- **Record Keeping:** Accurately maintain logs of patient transportation and equipment movement activities.

### Company needs

The Johannesburg Surgical Hospital seeks a dedicated and reliable Porter who will uphold the institution's commitment to providing excellent patient care and safety. The ideal candidate will be physically fit, possess strong communication skills, and be able to handle the challenges of a busy hospital environment. Previous experience in healthcare or customer service will be advantageous, but the hospital is willing to provide training and support to the right candidate. As a crucial part of the hospital team, the Porter will contribute to ensuring the overall well-being and comfort of patients and staff.

#### **Johannesburg Surgical Hospital is an equal opportunity employer.**

The Company's approved Employment Equity Plan and targets will be considered as part of the recruitment process aligned to the Company's Employment Equity strategy.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to [chiara.els@jsh.co.za](mailto:chiara.els@jsh.co.za)

#### **Please Note:**

By applying for this position and providing us with your CV and other personal information, you are consenting to the information being processed for possible recruitment and selection purposes only or for such purpose relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without your prior consent.



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Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days of the closing date of this advert, should consider their application as unsuccessful.