



ST. ANNE MISSION HOSPITAL - IGOJI

P. O. Box 24-60402 Igoji

Tel: 0728790687

Email: igojihospital@yahoo.com

VACANCIES!

We are looking for the following qualified and experienced candidates:

1. **Kenya registered community health nurses – 6 Posts.**
2. **Front Office Representative – 1 Post.**

1. KENYA REGISTERED COMMUNITY HEALTH NURSES.

Responsibilities.

1. Assessing, planning, implementing nursing interventions and evaluating patients' outcomes;
2. Providing quality nursing care by adhering to therapeutic standards by measuring health outcomes against patient care goals and standards;
3. Providing appropriate healthcare service including integrated management of childhood illnesses (IMCI, immunization, PMTCT, ante-natal care and delivery.
4. Providing health education and counseling to patients/clients and community on identified health needs;
5. Referring patients and clients appropriately;
6. Facilitating patients' admission and initiating discharge plans;
7. Maintaining records on patients/client's health condition and care;
8. Verifying and maintaining information relating to patients' admissions
9. Keeping records on patients/ client's health condition and care
10. Ensuring a tidy, safe clinical environment, collecting and compiling data

Qualification

1. Diploma in nursing.
2. Registered with Nursing council of Kenya.
3. Up to date practice license.
4. Outstanding patient management skills.
5. Compassionate and friendly personality.
6. Critical thinker and problem solver.
7. Team player.
8. Excellent organizational and time management skills.
9. Outstanding interpersonal and communication skills

2. FRONT OFFICE REPRESENTATIVE.

Responsibilities.

1. Welcome patients/clients to the facility, answer phone calls, emails, and in-person inquiries
2. Communicate with patients to set up and schedule optimal appointment times whenever there are clinics/ appointments.
3. Support office with administrative and secretarial tasks from time to time
4. Communicate with internal office team and providers to ensure patients are helped and everyday tasks are accomplished.
5. Questionnaire administration to clients
6. Perform any other related duties and special projects assigned.

Qualification

1. At least a diploma in any related field with two years' experience.
2. Strong interpersonal, time management, and organizational skills
3. Excellent verbal and written communication skills
4. Efficient problem solver
5. Strong knowledge of medical language and health insurance plans
6. Previous medical office or receptionist experience
7. Experience with computer programs, such as Microsoft Office, excel and PowerPoint.

NB: The interested candidates should send/submit their applications to the **Human Resource Officer St. Anne Mission Hospital P O Box 24-60402 Igoji,** or email igojihospitalrecruitment@gmail.com on or before **15th February 2023.** Only shortlisted candidates will be contacted for interviews.
Contact number: 0740227622.