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| **Curriculum Vitae for** |  |
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| **Availability/Notice Period** | 2 Months |

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| **PERSONAL DETAILS** |

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| **Race** | Black | **Gender** | Female |

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| **SCHOOLING** |  | | |
| **Highest Standard Passed** | Grade 12 | **Institution** | Dengenya high school |
| **Year Passed** | 1989 |  |  |

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| **TERTIARY EDUCATION** |  | | |
| **Highest Qualification** | Diploma in Nursing | **Institution** | Venda Nursing college |
| **Year Graduated** | 1994 | **Subjects Passed** | * General nursing * Midwifery * Psychiatric ,Community |

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| **ADDITIONAL TRAINING** | HIV management, Wellness point of care training ,DHIS, ICD 10 coding ,Assessor course |

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| **PROFESSIONAL ASSOCIATION** | DENOSA |

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| **COMPUTER PACKAGES** | Microsoft word ,Excel, Powerpoint, Internet, Outlook |

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| **SKILLS** | Negotiation, Counseling, Facilitation, Assessing, Interpersonal, Time management and Leadership and communication skills. |

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| **CAREER DETAILS** |

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| **PRESENT COMPANY** | **UNISA Campus Health clinic** |
| **EMPLOYMENT DATES** | 01/2015- to date |
| **PRESENT POSITION** | Professional nurse |
| **REASON FOR BEING IN THE MARKET** | Contract /Agency position |
| **RESPONSIBILITIES & DUTIES** | * Provide nursing care to students and employees who are ill or injured in the campus * Administer medication and wound care. * HIV counseling and testing and referrals * Adhering to infection control policies and protocols to protects patients * Assess healthcare needs ,develop and implement nursing care plans for chronic diseases * Maintain records as required by laws and regulations. * Waste management |

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| **PRESENT COMPANY** | **DENMAR PSYCHIATRIC HOSPITAL** |
| **EMPLOYMENT DATES** | 01/2014- to date (Part time) |
| **PRESENT POSITION** | Professional nurse |
| **REASON FOR BEING IN THE MARKET** | Freelance |
| **RESPONSIBILITIES & DUTIES** | * Assessing psychiatric care needs of client through use of nursing process * Counseling and support * Provide nursing care as per needs * Ensure correct administration of medication * Preparing and maintaining patient records |

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| **PRESENT COMPANY** | **SEAD(**Strategic Evaluation Advisory Development ) |
| **EMPLOYMENT DATES** | 01/2012- 31/12/2013 |
| **PRESENT POSITION** | Project Information Coordinator |
| **REASON FOR BEING IN THE MARKET** | Contract position(PEPFAR Funded post) |
| **RESPONSIBILITIES & DUTIES** | * Strategic evaluation of HIV programmes in various Districts within Department of Health; * Relationship management and on-going liaison with District stakeholders * Organisational analysis, high-level evaluation and development of HR strategies supporting HIV/Aids programmes * Interaction at Provincial Director level to collect data pertaining to HR related strategies. * Weekly reporting on findings. |

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| **PRESENT COMPANY** | **HIV and Wellness Consultant(Independent)** |
| **EMPLOYMENT DATES** | 05/2011- 12/2011 |
| **PRESENT POSITION** | HIV /VCT coordinator, Wellness consultant |
| **REASON FOR BEING IN THE MARKET** | Irregular income |
| **RESPONSIBILITIES & DUTIES** | * Do HIV tests for different companies * Coordinates health and wellness day events for companies * HIV Presentations and Training in companies * Conduct health screening tests like HIV,BP etc |

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| **PRESENT COMPANY** | **UNIVERSAL HEALTH** |
| **EMPLOYMENT DATES** | 09/2010- 30/04/2011 |
| **PRESENT POSITION** | **HIV Disease manager/VCT coordinator** |
| **REASON FOR BEING IN THE MARKET** | Career development |
| **RESPONSIBILITIES & DUTIES** | * Voluntary counseling and HIV testing * Coordinates health and wellness events * Health education and advise for registered clients * Coordinate the registration of HIV positive clients on the HIV program * HIV Presentations and Training in companies * Telephonic health advise to members |

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| **PREVIOUS COMPANY** | **SELF EMPLOYED( HIV&AIDS WELLNESS COMPANY)** |
| **EMPLOYMENT DATES** | 01/2009-08/2010 |
| **POSITION HELD** | HIV AND WELLNESS CONSULTING |
| **REASON FOR LEAVING** | No business |
| **RESPONSIBILITIES & DUTIES** | * Coordinating wellness day events for companies and municipalities * Voluntary counseling and testing for HIV * Doing informal presentations and training * KAP surveys |

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| **PREVIOUS COMPANY** | **MOMENTUM** |
| **EMPLOYMENT DATES** | 04/2006-12/2008 |
| **POSITION HELD** | Case manager |
| **REASON FOR LEAVING** | Retrenchment |
| **RESPONSIBILITIES & DUTIES** | * Monitor hospital admissions * Ensure that patients receive appropriate care * Do ICD and CPT coding * Audit high cost and high risk cases * Arrange step-downs and rehabilitation for patients * Referral of high cost cases to medical review * Give report to the schemes |

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| **PREVIOUS COMPANY** | **METROPOLITAN HEALTH** |
| **EMPLOYMENT DATES** | 01/2005-03/2006 |
| **POSITION HELD** | HIV case manager |
| **REASON FOR LEAVING** | Better salary offer |
| **RESPONSIBILITIES & DUTIES** | * Register patients on the HIV program * Telephonic and face to face counselling * Authorize antiretrovirals requested by doctors * Arrange courier delivery of ARVs to patients * Do health screening tests on police health days * Advise Doctors on available treatment options |

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| **PREVIOUS COMPANY** | **MX Health** |
| **EMPLOYMENT DATES** | 09/2002-12/2004 |
| **POSITION HELD** | Hospital /HIV case manager/ Clinical Auditor |
| **REASON FOR LEAVING** | Retrenchment |
| **RESPONSIBILITIES & DUTIES** | * Register patients on the HIV program * Authorize antiretrovirals requested by doctors * Do HIV testing in companies * Conduct Peer educator training * Telephonic counseling * Monitor hospital admissions and level of care * Negotiate discounts with hospital * Audit hospital accounts * Arrange step downs and rehabilitation |

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| **PREVIOUS COMPANY** | **Discovery Health** |
| **EMPLOYMENT DATES** | 11/2001-08/2002 |
| **POSITION HELD** | Prospective reviewer |
| **REASON FOR LEAVING** | Career development |
| **RESPONSIBILITIES & DUTIES** | * Receive calls for hospital and procedure authorizations * Assess the need for hospitalization * Do BHF and ICD and CPT coding |

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| **PREVIOUS COMPANY** | **Donald Fraser Hospital** |
| **EMPLOYMENT DATES** | 07/1994-10/2001 |
| **POSITION HELD** | Registered nurse |
| **REASON FOR LEAVING** | Relocating to another province |
| **RESPONSIBILITIES & DUTIES** | * Identification of health needs * Perform physical exams ,History taking and treatment of patients * Administer medication and do wound care * Maintain safe and clean environment. * Supervision of junior staff members and students * Health education of patients and families to understand diseases and medication |

**First Name of Application CV No:** **1669284**

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