

## VACANCY

<b>Job title:</b>	Data Capturer (Community Outreach Services) x3 – WRHI – Gophelega - Tshwane
<b>Type:</b>	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
<b>Main purpose of the job:</b>	To provide support and ensure retention in care of PLHIV through Tele tracing (coordinate tracking and tracing of HIV positive waiting of ART and missing appointments). To capture program data accurately and timeously into a computerized database and all relevant reporting tools.
<b>Location:</b>	Tshwane
<b>Closing date:</b>	25 April 2025
<b>Submit detailed CV to:</b>	<a href="mailto:vacancy34@wrhi.ac.za">vacancy34@wrhi.ac.za</a>
<b>Advert reference number:</b>	<b>RM010 - 2025</b>
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

### Key performance areas

- Provide data capturing on Tier.Net, DHIS and other relevant data bases and reporting tools.
- Identify missing data, inconsistencies and errors and follow-up or report on missing data or errors.
- Capture confidential patient information.
- Compare data entered with source documents and make necessary corrections to information entered.
- Communicate with clinicians and managers to update missing information on the reporting tools.
- Perform data cleaning.
- Perform regular data backup.
- Liaise with facilities and staff to ensure all newly diagnosed HIV and TB patients are linked to care.
- Provide information to clients and ensure clients have a good understanding of the HIV care pathway during tracing.
- Assess each patient's needs and offer support or link them to specialised support as relevant e.g. Psychosocial support. Support and refer clients by answering any queries relating to their diagnosis and the next steps in care.
- Support patients with retention to care services by telephonic tracing of missed and coordinate rebooking into care.
- Submit timeous feedback report on outcomes of tracking and tracing to the relevant stakeholders.
- Liaise with the clinicians and data people and clerks to ensure documenting and capturing of tracing outcomes both on clinical stationery and TIER.Net.
- Maintain patient confidentiality at all times.
- Capturing of data from tracing and linkage
- Documentation of tracking and tracing data for ART initiation or follow-up visits for HIV/TB patients, including source documents and database updates
- Compare data entered with source documents and make necessary corrections to information entered.
- Liaise with facility and community staff on the generation of waiting on ART and missed appointments lists for further tracing.
- Compile and share daily/ weekly/ Monthly reports with relevant stakeholders
- Take ownership and accountability for tasks and demonstrates effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback.
- Take ownership for driving own career development by participating in ongoing training and development activities.

**Required minimum education and training**

- Grade 12, with Linkage to care and data capturing training and/or experience.

**Desirable additional education, work experience and personal abilities**

- Working knowledge on linkage, tracking and tracking and referral systems within a health system.
- Data capturing experience
- Computer skills and certificates.

**Required minimum work experience**

- Minimum 1 year experience in data capturing (Tier.Net is a compulsory requirement).
- Working knowledge of patient movement in a facility and community, linkage and referral systems within a health system and data capturing experience and knowledge.
- Previous demonstrable tracking and tracing experience in a health facility/community.

**Demands of the job**

- Able to work under pressure, Communication with patients by telephone or text on evenings or weekends may be required. Capturing of patient's information as per the program tools and SOP.

**Communications and relationships**

- Build relationships with both the facility and community team and other organizations, including Wits RHI tracing teams, Department of Health and Ward based outreach teams (WBOTS). Maintain good interpersonal relationships with other colleagues, partners and stakeholders. Work as part of a multi-disciplinary team to ensure patients retention in care.

Should you be interested in applying for this vacancy, please send an email to [vacancy34@wrhi.ac.za](mailto:vacancy34@wrhi.ac.za), The subject heading of the email must read **RM010 - 2025** and the job tittle of the position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for.
- ID/Passport, Qualifications, CV, and Vaccination card.