



JOB POSTING

CARE ADMINISTRATOR (FICHARDT PARK)

Location:	Fichardt Park
Department:	Care Department
Reports To:	Care Manager / Registered Nurse/s
Expiry Date:	29 May 2026
Formal education	Matric and Enrolled Nursing Assistant Qualifications

About the Role

We are looking for a dedicated and detail-oriented Care Administrator to join our team at Fichardt Park. This role provides comprehensive administrative and communication support to the Care department, working closely with the Care Manager to ensure seamless day-to-day operations across records, systems, family liaison, and clinical coordination.

Key Responsibilities

- Manage stock, stationery, and procurement, from identifying requirements and obtaining quotes to receiving deliveries and capturing data on IHFM.
- Maintain and update all resident records and care documentation on IHFM daily, escalating any abnormalities to the RN/EN immediately.
- Oversee Home Care contract administration, ensuring accurate billing, timely updates, and proper authorisation by families.
- Coordinate weekly doctor visits: prepare residents, follow up on prescriptions, forward scripts to the pharmacy, and confirm receipt of medication.
- Conduct weekly telephonic or video contact with overseas resident families in accordance with the communication schedule.
- Manage incontinence product stock, radio and device allocation, and equipment checks, all captured on IHFM.
- Administer the monthly Health & Safety function, ensuring checklists and registers are completed on time.
- Ensure all Sage transactions (including leave) are loaded accurately for Care Manager review and approval.
- Report all H&S risks and follow up to ensure corrective action is taken within required timeframes.
- Manage absenteeism reporting and coordinate return-to-work interviews in accordance with company policy.

What We Are Looking For

- Strong administrative skills with the ability to manage multiple priorities and deadlines.
- Excellent communication skills, both verbal and written, with a warm and professional manner when dealing with residents, families, and staff.
- Computer literacy, particularly in systems such as IHFM and MS Office packages.



- Attention to detail and a commitment to accuracy in record-keeping.
- A team player who demonstrates accountability, empathy, and a person-centred approach.

How to Apply

Interested candidates who meet the minimum requirements are encouraged to submit their CV to the Village Manager, Andrea Kruger, via email at fichardtmanager@trans50.org.za on or before the expiry date.

NOTE: All applications will be treated in the strictest confidence