



Vacancy: Emergency Dispatcher & Call Taker

Role Title	Emergency Dispatcher & Call Taker
Location	Tygerberg Hospital
Closing date	Friday, 22nd September 2017
Salary	R 6 000 to R 7 000 (dependant on experience/qualifications)

Community Medics is looking to recruit an Emergency Dispatcher and Call Taker on a 3 to 6 month contract.

Community Medics is a volunteer run Public Benefit Organisation providing free emergency care in the Central, South and West Metropole of Cape Town. Our team is looking for an energetic, enthusiastic, motivated and committed individual to assist with coordination of emergency calls as well as fulfilling administrative duties.

Responsibilities

- Emergency call taking
- Coordinate Emergencies (Dispatch volunteers and appropriate services)
- Complete required administrative duties
- Shift work

Requirements:

- Minimum qualification of BAA
- Minimum 6 months experience
- Knowledge of the EMS sector
- Computer literate
- Ability to work independently, self-motivated and results driven
- Ability to work under pressure
- A valid HPCSA registration with active CPD track record
- Good communication skills including call taking, dispatching and two way radio communication.

If you meet the above requirements and are interested in applying for the position, please submit the following documentation to careers@communitymedics.org.za by Wednesday the 31st May 2017.

- Your CV (no more than 3 pages)
- A copy of your ID
- A copy of your drivers license (Code 8 or higher)
- A motivational cover letter

Community Medics reserves the right not to proceed with the filling of the post advertised. If you have not been contacted within two weeks of the closing date, please accept that your application was unsuccessful. For more information about Community Medics, please refer to www.communitymedics.org.za.