

JOB ADVERT

Community Health Worker/ Data Capturer

REPORTING TO:

Professional Nurse

JOB LOCATION:

Bojanala and Ngaka Modiri Molema District

EMPLOYMENT STATUS:

Project Based Contract

START DATE:

01 August 2026

POSITION DESCRIPTION

What is the overall purpose and objective of this position?

The CHW/Data Capturer supports health promotion and access by educating the community, identifying health risks, conducting outreach, and linking individuals to services. They serve as a bridge between the clinic and community, offering basic counselling, making home visits, and advocating for improved health outcomes while maintaining confidentiality.

RESPONSIBILITIES & DUTIES

List of tasks and responsibilities:

- Provide health education to community members on various health-related issues
- Identify and report health-threatening behaviours to the Rhiza Babuyile Clinic
- Conduct awareness campaigns to promote health and disease prevention
- Mobilise and engage communities around key health issues and services
- Facilitate community access to healthcare services and referrals
- Act as a lay counsellor, offering holistic counselling and emotional support to HIV affected people.
- Make home visits based on identified community health needs
- Serve as an outreach ambassador and advocate for disadvantaged populations
- Stay updated on emerging health conditions and relevant public health information
- Report challenges and seek guidance from the clinic sister or healthcare supervisor
- Maintain strict confidentiality in all patient and community interactions
- Accurately capture and maintain patient and service-delivery information in electronic and manual records, ensuring completeness and accuracy.
- Verify data, maintain confidentiality of patient information, and support the compilation of reports required for mobile clinic operations and programme reporting.

KNOWLEDGE & COMPETENCIES

Required Knowledge:

- Effective Communication: Ability to communicate clearly with individuals and groups in diverse communities
- Community Engagement: Skilled in mobilising and educating communities on health-related issues
- Basic Counselling: Able to provide informal emotional support and guidance
- Problem-Solving: Identifies health-related concerns and applies appropriate solutions or referrals
- Cultural Sensitivity: Understands and respects the cultural dynamics within the community
- Confidentiality and Ethics: Maintains privacy and adheres to professional standards of conduct
- Adaptability: Works well in changing environments and responds to community needs
- Teamwork: Collaborates effectively with clinic staff, NGOs, and other stakeholders
- Health Literacy: Understands basic health concepts and can communicate them effectively
- Record Keeping: Accurately documents activities, reports, and referrals
- Computer Literacy: Be able to effectively use computers, digital devices, software applications, and online platforms to perform work-related tasks, communicate, access information, and solve problems while adhering to digital security and organizational policies.

Requirements/Experiences

- To be situated in (Bojanala and Ngaka Modiri Molema District, North West)
- 1-2 Experience working for an NPO
- 1-2 Years experience in Data capturing.

Qualification

- Matric

HOW TO APPLY

Send your CV and Cover Letter to: recruitment@rhizaholdings.co.za

Please include the position you are applying for in the subject line.

If your application is not successful, you will not be contacted.

Closing date: 10 July 2026