Job Description: *Occupational Health Technician*

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| **Job Title** | Occupational Health Technician |
| **Location** | Route Wide |
| **Reports to** | Senior Occupational Health Technician  |
| **Job Purpose** | Responsible for the support and delivery of Occupational Health Services on the EKFB contract. To provide a high-quality health screening service to our client's employees. Increase the business quality through effective relationship building with employees & managers. |
| **Dimensions** | You will be expected to contribute to the business success and work closely with the client and clinicians to ensure delivery of Safe, Effective and Quality Occupational Health services.Travelling as part of the role to cover for annual leave and any sickness absence is necessary however PAM will always look to minimise this.You will use our systems and must have good IT skills using the internet and Microsoft Office software. |
| **Hours** | Monday – Friday 40 hours per week, 08.15 to 16.45 |
| **Specific Responsibilities** | * Conduct all aspects of health screening & health surveillance in line with client standards and requirements
* Drug and alcohol screening
* Health and Safety Checks
* To assist in health promotion activities – drop-in sessions / preparation and collation of wellbeing materials / delivery of Wellbeing presentations
* Ensure that all documentation is uploaded to OHIO in the relevant areas
* Store all data in line with Data Protection Principles
* Maintaining confidentiality at all times
* Ensuring KPI’s are met
* Ensuring consistency of service delivery
* Monitoring OHIO compliance to ensure that all information is correct and completed
* Ensuring an excellent customer experience
* Keep working practices in line with company accreditations including ISO 9001, 27001, SEQOHS, RISQS and IIP
* Ensure all medical equipment is calibrated and safety tested
* Providing support to new team members
* Escalations are conducted appropriately
* Work in collaboration with all members of the OH Team
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| **Qualifications and Experience** | * Previous experience in delivering health screening to clients within a similar sector, including promoting healthy living
* Competent at managing client communication
* Highly organised and process driven individual
* Ability to liaise with other departments and colleagues to achieve results
* Results orientated and customer focused.
* IT Literacy
* Effective Communications skills.
* Ability to collate, prepare and deliver wellbeing content
* Good organisation skills the ability to work to deadlines & prioritise.
* The ability and commitment to desire to be part of a team that seeks to provide the highest levels in a professional services business.
* Understanding of Confidentiality
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