

United Arab Emirates Jobs Expertini®

Cluster Nurse

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Company: AlAlamein International University

Location: dubai

Category: other-general

Job Description

Job Description
Company Description A surprising, chic merging of Asian style with an Egyptian aesthetic, Raffles Dubai is a 5-star luxury hotel perfectly positioned in the heart of the city , delivering impeccable service and sophisticated style.
Job Description To provide medical advice and services to the Hotel's colleagues (and guests as required) to ensure their health, safety and well-being.
Key Roles & Responsibilities Responsible in managing the clinic in the hotel and Muhaisnah accommodation for Raffles Dubai, Sofitel Dubai the Obelisk and MKM Colleagues
Maintain a tracking system for health cards, OHC, Sick Leave
Ensure that the clinic are well licensed and are in line with DHA requirements and handle inspection as and when it occurs.
Maintain a filing system for each colleague detailing their medical history
Deal quickly and efficiently with all medical benefit claims
Ensure that first aid boxes are located in the hotel as per Municipality requirements and that they are restocked on a regular basis.
Responsible for maintaining an inventory checklist for medical supplies
Coordinate first-aid training for colleagues within the hotel
Produce a monthly medical report for the Director of Human Resources
Maintain the annual clinic calendar activities
Provide medical assistance and support to all colleagues and when required to guests, and assist Doctors who are accompanying guests in the hotel
Liase with medical insurance companies re: registration of new colleagues and deletion of colleagues that have left
Coordinate with hospitals re: all colleague medical needs and insurance packages
Any additional task as required by Senior Nurse, Manager & Director of Talent & Culture
Qualifications
PERSONAL ATTRIBUTES
Excellent verbal and written communication skills
Must be able to maintain

confidentiality at all times Understanding and ability to work in a multicultural environment Qualifications Professional qualifications in Nursing DHA License Experience Minimum 3 years' experience in a similar capacity ideally with a 5 star hotel Additional Information Raffles Dubai Sheikh Rashid Road, Wafi 121800 Dubai, United Arab Emirates Job Requirements null#J-18808-Ljbffr

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