

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Mortuary Assistant / Attendant

Core :

Post level and salary code : 2

Occupational class code :

Name of component :

Location :

Posts reports to :

Date of appointment :

B. JOB PURPOSE

To provide mortuary services within the institution.

KEY PERFORMANCE AREAS

(a) Receiving of corpses within the institution

- Record received corpses.
- Registering of corpses.
- Transportation of corpses to and from hospitals and clinics.
- Ensure that the name tags corresponds with the records and register.

(b) Storage of Corpses

- Check the temperature of the fridge daily.
- Place the corpse in the cold fridge shelves.
- Ensure that the box number corresponds with the shelves in which the corpse has been stored.
- Completion of the TPH205 registers.
- Provide support with the conducting of an audit of the corpse's length of stay in the mortuary.
- Report challenges to Supervisor timely.

(c) Assist in the identification and preparation of corpses

- Identify and prepare the corpse for viewing.
- Prepare the corpse for postmortem and identification.
- Prepare the body for pauper's burial.
- Sign off the corpse from the TPH 205 and removal form.

(d) Report mortuary equipment that require maintenance

- Ensure cleanliness of the mortuary fridge and shelves
- Ensure effective utilization of the chemical in line with the infection control measures.

(e) Removal of the corpse

- Assist government officials and undertakers during the removal of the corpse
- Release of corpse to family or funeral directors

C. INHERENT REQUIREMENTS OF THE JOB:

Skills and Competencies

The following are skills and competencies required towards achieving the goals of the department.

Competencies	Skills required
Job Knowledge	Computer
Communication	Organisation
Interpersonal relations	Language
Flexibility and dependability	Good verbal and written communication skills
Teamwork	Time management
Problem solving	

Consult the feeder competencies in the draft competency framework for middle managers and determine the skills and competencies required for this job. It should be noted that a number of competencies would not be applicable to this job. Please note further that the descriptions and definitions should be utilised but the level of proficiency should be adjusted to fit the level of the job. The competency framework is available at Consult the Codes of Remuneration for the specific job. The relevant information can be obtained at <http://www.dpsa.gov.za/dpsa2g/documents/ep/MMCFDictionaryConsolidated18July.pdf>

E. KNOWLEDGE REQUIREMENTS

Batho Pele Principles
Public Service Act
Customer care
Code of conduct, medico legal policies
Patient's rights.

D. APPOINTMENT REQUIREMENTS

NQF level 3 (ABET level 4 certificate or equivalent).

Experience

No working experience is required

E. CAREER PATHING

Compliance with the requirement of higher posts.

F. AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

G. PERFORMANCE AGREEMENT

The performance agreement of the incumbent, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.

H. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POSTHOLDER

SIGNATURE OF MANAGER

DATE:

DATE: