



NORTH-EAST REGIONAL HEALTH AUTHORITY CHIEF ORDERLY (HSC/HS 3)

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & Wellness with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary and Portland, is seeking a **strong, dynamic, and proactive** individuals to fill the position of **Chief Orderly (HSC/HS 3)** for the **Port Maria Hospital**.

Summary:

Under the general direction of the Hospital Administrator, the incumbent is responsible for the supervision of the portering staff.

Requirements:

- Grade 9 Primary Education
- NCTVET certificate in Housekeeping (Level 2-3)
- Certificate in Supervisory Management
- A minimum of one (1) year work experience in a similar position would be an asset.

Required Skills and Specialized Techniques

- Ability to work on own initiative.
- Ability to express ideas in writing and orally.
- Strong interpersonal and customer service skills Ability to work as part of a team to foster a cordial and equitable working environment for subordinates.
- Working knowledge of the organization and operations of the work areas.

Responsibilities will include but not limited to:

- Prepares duty roster for Attendants (Porters).
- Ensures subordinates are properly attired in their prescribed uniforms with ID Badges affixed.
- Ensures subordinates are at their assigned work stations at the beginning of and throughout each work day.
- Monitors and ensures that each Porter signs/clocks in and out his/her own time card/attendance register.
- Ensures adequate coverage by portering staff and work tools (stretchers, wheelchairs, etc) at the designated work areas
- Prepares vacation leave rosters for subordinates and makes recommendations to the Hospital Administrator in relation to coverage and overtime schedules.
- Ensure that claims submitted are thoroughly checked and accurate.
- Ensure that Performance Evaluations for subordinates are completed and submitted to the Hospital Administrator within stipulated timeframes.
- Makes recommendations to the Hospital Administrator in relation to disciplinary actions, training and the overall enhancement of the staff supervised.
- Prepares and submits all requisite reports as required by the Hospital Administrator within the stipulated timeframes.

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$ 1,332,574 – 1,584,011 per annum.

Applications along with resumé should be submitted no later than **Tuesday, 2024 December 31** to:

**The Director,
Human Resource Management & Development
North-East Regional Health Authority,
34-38 Ocean Village Shopping Centre,
Ocho Rios, St. Ann,
E-mail: jobs@nerha.gov.jm or Fax: (876) 795-2747**

**WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT-LISTED APPLICANTS
WILL BE ACKNOWLEDGED.**