



NORTH-EAST REGIONAL HEALTH AUTHORITY SUPERVISORY HOSPITAL ATTENDANT (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 to fill the following position at the **St. Ann's Bay Regional Hospital**:

Supervisory Hospital Attendant (HSC/HS 3 – Level 3) - VACANT (Salary range \$1,332,574 – 1,584,011 per annum)

Summary

Under the general direction of the Hospital Administrator, the incumbent is responsible for the supervision of housekeeping personnel in all departments; coordinating activities to ensure areas are properly cleaned in a timely manner; preparing rosters, assigning duties, inspecting work, investigating complaints regarding housekeeping services, and taking corrective action(s).

Minimum Required Qualification and Experience:

- School Leaving Certificate (Secondary Education)
- NCTVET certificate in Housekeeping (Level 2-3)
- Certificate in Supervisory Management
- A minimum of one (1) year work experience in a similar position

Specific Knowledge, Skills & Abilities:

- Ability to work on own initiative.
- Ability to express ideas in writing and orally.
- The ability to display good customer service to both internal and external customers
- Ability to work as part of a team and to build good interpersonal skills.
- Working knowledge of the organization and operations of the work area.

Key responsibilities will include but not limited:

- Preparing rosters and assigning work to cleaning personnel for all areas of the hospital, and selected residences.
- Ensuring standards of cleanliness, hygiene and tidiness are maintained throughout the facility and taking corrective actions where necessary.
- Attending Infection Control Committee meetings.
- Inspecting work of Hospital Attendants assigned to the laundry for conformance to prescribed standards of cleanliness.
- Supervising operations of Laundry, ensuring timely washing, drying, repairing of linen and distribution to wards.
- Ensuring proper management of shifts.
- Ordering and maintaining stocks to ensure adequate supplies of cleaning materials/tools are available for use.

Applications accompanied by resume should be submitted no later than **Friday, 2026 August 21** to:

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

PLEASE INDICATE IN THE SUBJECT LINE OF YOUR E-MAIL THE NAME OF THE POSITION FOR WHICH YOU ARE APPLYING

ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED