



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 to fill the following position at the **Port Maria Hospital**.

Chief Orderly (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 the portering staff.

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 would be an asset.

Specific Knowledge, Skills & Abilities:

- 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.

Key responsibilities will include but not limited:

- 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.

Applications accompanied by resume should be submitted no later than **Friday, 2026 July 03** 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