



## **NORTH-EAST REGIONAL HEALTH AUTHORITY COMMUNITY MENTAL HEALTH OFFICER (HPC/RN 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 Health Department**.

**Community Mental Health Officer (HPC/RN 3 - Level 12) - VACANT**  
(Salary range \$4,676,508 – 5,558,899 per annum)

### **Summary**

Reporting to the Medical Officer (Health), the successful candidate will be responsible for providing clinical care; follow up treatment, rehabilitation and advocacy services at the community level for persons living with mental illness.

### **Minimum Required Qualification and Experience:**

- Registered General Nurse
- Certified Psychiatric Nurse (Six months Post Basic Programme)
- Certificate in Nursing Administration or Management studies, no less than six (6) months from an accredited institution
- A Minimum of three (3) years post-registration practice in general health, mental health or other areas of nursing.

### **Specific Knowledge, Skills & Abilities:**

- Knowledge of and skill in interpreting the Mental Health Act
- Knowledge of theories and techniques in counselling
- Knowledge of key stake-holders pertinent to mental health and the delineation of roles and responsibilities
- Undertakes clinical, educational, administrative and public relations activities within the parish or health district
- Participates in extensive health promotional/educational activities
- Knowledge and use of the Diagnostic Statistical Manual Classification system
- Ability to communicate effectively verbally and in writing
- Knowledge of psycho-pharmacology and other therapies
- Ability to work within a multidisciplinary team
- Ability to initiate and manage change
- Computer literate

### **Key responsibilities will include but not limited:**

#### **Management and Administration**

- Undertakes clinical, educational, administrative and public relations responsibilities within a parish or health district.
- Assists in monitoring clinical standards at the parish level and facilitates audit processes.
- Demonstrates commitment to providing quality care, proper risk management and optimal resource utilization.

#### **Technical**

- Conducts multi-generational family assessment including psychosocial, functional, developmental history and mental status examination.
- Counsels and educates patients/other family members on health behaviour, self-care skills and treatment options.
- Liaises internally with other health professionals and other members of the health team
- Liaises with Non-Governmental Organizations (NGOs), Police, Social Services, Citizen's Associations, Religious Organizations, Schools, Business Organization, Health Agencies

#### **Human Resource**

- Conducts performance evaluation for staff members
- Delegates functions to appropriate staff

- Effect disciplinary measures toward staff members where necessary
- Facilitate provision of social welfare services for staff
- Facilitate staff development through on-going educational activities

#### Education

- Plans and implements psycho-educational and health promotional activities for clients, their families and communities
- Participates in in-service education programmes in the health facilities and training of health care personnel
- Facilitates implementation of new approaches in the delivery of mental health care to clients and groups in different settings
- Participates in ongoing educational activities such as conferences, seminars workshops and clinical experiences related to specialty and professional issues
- Promotes advancement of the profession through participation in professional organization.

#### Research

- Utilizes the scientific approach to problem solving and decision-making
- Contributes to nursing knowledge by participating in conducting research geared towards improving evidence-based practice
- Collects, organizes, critically analyzes and interprets data.
- Records findings clearly, concisely and systematically

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](mailto: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**