



NORTH-EAST REGIONAL HEALTH AUTHORITY ENROLLED ASSISTANT NURSE - (HTAC/EAN 1)

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 **Portland Health Department**

Enrolled Assistant Nurse (HTAC/EAN 1 – Level 6) - VACANT
(Salary range \$2,078,360 – 2,470,517 per annum)

Summary

Reporting to the **Public Health Nurse 3** the incumbent will be responsible for assisting in the administration of nursing services within the Health facility.

Minimum Required Qualification and Experience:

- Diploma in Enrolled Assistant Nursing from a recognized learning institution
- Registration with the Nursing Council of Jamaica as an Enrolled Assistant Nurse

Specific Knowledge, Skills & Abilities:

- Thorough knowledge of current legislation affecting the practice of Nursing in Jamaica
- Knowledge of the Staff Orders for the Public Service.

Key responsibilities will include but not limited:

- Assisting with the admission, discharge and transfer of patients
- Assisting in explaining hospital rules and routines to patients
- Sharing responsibility for a safe and comfortable environment for the patients
- Assisting patients in moving and turning, getting in and out of bed, positioning and walking as needed
- Assisting with the inter-facility transportation of patients
- Maintaining personal hygiene of the patient according to the needs and condition; that is bathing, cutting nails, combing hair, oral hygiene
- Assisting with the preparation of patient's meals and in the feeding of patients
- Assisting with the patient in dressing and undressing
- Giving, removing and checking bed pans and urinals
- Changing linen and making beds
- Administering alcohol or tepid sponges to reduce body temperature
- Collecting specimens of urine, faeces, sputum and vomitus
- Observing temperature, pulse, respiration and blood pressures of patients
- Measuring heights and weights
- Observing symptoms, reactions, attitudes and changes in the patient's condition; and report to the Registered Nurse
- Preparing patients for and assisting doctors and nurses in examination, treatment and diagnostic tests
- Sharing responsibility for the control of infection
- Preparing instruments and equipment for storage and sterilization
- Sterilizing instruments and equipment
- Sharing responsibility for keeping the patient's unit clean and tidy
- Assist in receiving, checking and storing supplies
- Perform simple dressings
- Administering medications excluding dangerous drugs as ordered e.g., orally, rectally or by injection-subcutaneous and intramuscular and carrying out other treatments as assigned
- Co-operating with other members of staff and accepting guidance and corrections

Applications accompanied by resume should be submitted no later than **Friday, 2026 June 05** 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