

NORTH-EAST REGIONAL HEALTH AUTHORITY HOSPITAL ATTENDANT (HSC/HS 2)

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 **Hospital Attendant (Linen)** at the **Port Maria Hospital**.

Summary:

Under the general direction of the **Supervisory Hospital Attendant/Hospital Administrator**, the Hospital Attendant ensures clean and safe environment for patients and staff through the infection control policy and procedures

Required Qualification & Experience:

- Completed school to grade 9 level
- NCTVET certificate in Housekeeping (Level 1 -2)
- Certificate/Experience in Drapery/Dressmaking
- A minimum of one (1) year experience in a similar position would be an asset

Specific Knowledge, Skills & Abilities:

- Ability to work at own initiative
- Ability to express ideas written and verbally
- Knowledge of excellent customer service delivery
- 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:

- Manages the movement of clean and soiled linen and drapes.
- Examines laundered items to ensure cleanliness and serviceability.
- Repairs torn articles and sew drapes, split sheets and towels for Operating Theatre.
- Issues linen which are to be exchanged on a clean-for-soil basis only.
- Checks periodically the condition of hospital linen.
- Checks quality and quantity of all incoming textiles to ensure they meet the hospital's specifications and distributes ensuring that they are stamped
- Receives, logs, cuts and distributes uniform material to staff, log must include date and signature of recipients.

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$ 1,149,074 – 1,365,888 per annum

Applications along with resume should be submitted no later than **Friday, 2024 May 03 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 SHORTLISTED APPLICANTS
WILL BE ACKNOWLEDGED.**