

NORTH-EAST REGIONAL HEALTH AUTHORITY PATIENT CARE ASSISTANT (HSC/HS 5)

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** individual to fill the position of **Patient Care Assistant** at the **Port Maria & Annotto Bay Hospitals**.

Summary:

Under the general direction of the Director of Nursing Services, 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).

Requirements:

- Completed Secondary School Education;
- Certificate/Diploma in Practical Nursing or its equivalent from an accredited tertiary institution;
- Training in First Aid and Cardiopulmonary Resuscitation (CPR);
- Three (3) years' experience performing similar duties.

Responsibilities will include:

- Caring of patients' units
- Feeding helpless patients
- Collecting routine urine specimen
- Collecting stool specimen and any other specimen
- Accompanying patients for procedures
- Making beds, cribs and bassinets.
- Assisting patients to and from wheelchair/stretchers.
- Caring for patients' skin, mouth, hands, and feet.
- Caring of pressure areas.
- Combing and brushing patients' hair.
- Tidying patients' environment for hand over to next shift.
- Preparing dressing and equipment for sterilization
- Assisting in admission of patients:
 - ✓ Putting patient to bed
 - ✓ Helping unpack belongings
 - ✓ Ensuring custodial care of belongings according to hospital's policy
- Assisting in discharge of patients:
 - ✓ Returning belongings to patients/family according to hospital's policy
 - ✓ Accompanying patient to hospital's entrance exit
- Caring of hospital equipment e.g. suction machine
- Maintaining sterility of pick-up forceps.
- Making dressings and assists with packing drums.

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$ 1,792,163 – 2,130,319 per annum

Cover Letters along with resumé should be submitted no later than **Friday, 2025 October 10** 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 SHORT LISTED
APPLICANTS WILL BE ACKNOWLEDGED.**