

NORTH-EAST REGIONAL HEALTH AUTHORITY SUPERVISORY HOSPITAL ATTENDANT (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 a **strong, dynamic, and proactive** individual to fill the position of **Supervisory Hospital Attendant** for the **Port Maria and Annotto Bay Hospitals**.

Summary:

Under the general direction of the Hospital Administrator, 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:

- 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

Responsibilities will include:

- Preparing rosters and assigning work to cleaning personnel for all areas of the hospital, and selected residences.
- Ensuring standards of cleanliness, hygiene and tidiness are maintained throughout the facility and taking corrective actions where necessary.
- Attending Infection Control Committee meetings.
- Inspecting work of Hospital Attendants assigned to the laundry for conformance to prescribed standards of cleanliness.
- Supervising operations of Laundry, ensuring timely washing, drying, repairing of linen and distribution to wards.
- Ensuring proper management of shifts.
- Ordering and maintaining stocks to ensure adequate supplies of cleaning materials/tools are available for use.

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$ 1,332,574 – 1,584,011 per annum

Applications along with resumé should be submitted no later than **Thursday, 2025 September 25** 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.**