



The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position:

CHIEF ORDERLY (HSC/HS3) Re-Advertised MAY PEN HOSPITAL

(Salary range \$1,332,574– \$1,584,011 per annum and any allowance(s) attached to the post.)

Job Summary:

Under the general supervision of the Operations Manager, the successful candidate will be responsible for supervising the work activities of the Hospital Attendants, to ensure safety and protection of clients, clean environment and adequate service delivery

Qualification and Experience

- School Leaving Certificate (Secondary Education) with on the job training in Housekeeping, Portering and Janitorial Systems
- Certificate in Supervisory Management would be an asset
- English Language in GCE O'Level/CXC at the General Proficiency level would be an asset
- At least one (1) year experience in a supervisory position

Specific Knowledge/Skills Required

- Ability to communicate effectively both in written and oral formats
- Good leadership/ supervisory skills
- Knowledge of the Infection Control Policies and Procedures
- Knowledge of the Health and Safety Practices
- Ability to follow instructions and procedures well
- Good time management, judgment and decision making skills
- Ability to work on own initiative with minimal supervision
- Good human relation skills

Key responsibilities will include:

- Supervising and monitoring work activities of all Attendants to ensure patients/clients are lifted/transported from one area to another in a safe manner
- Planning and preparing daily and fortnightly work schedule for regular Attendants to ensure adequate service for all areas of the hospital
- Ensuring proper use and safety of equipment to be utilized for the execution of duties
- Maintaining the compound in a clean, orderly and pleasant environment.
- Inspecting hospital premises to ensure trash and garbage disposal meet safety, health and sanitation regulations
- Reporting any problems that may affect the smooth flow of work
- Assisting with the morgue (cleans, delivers and receives bodies)

*Applications along with resume should be sent no later than Friday **May 3, 2024** to:*

The Senior Human Resource Officer
May Pen Hospital
Block E, Old May Pen Hospital Building
1 Muirhead Avenue
Denbigh P.O
Clarendon
Telephone: 986 – 2528
Email : personnelmph@gmail.com

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED