

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
3 Brumalia Road, Mandeville, Manchester, Jamaica WI
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Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness 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 in the **Regional Office**:

RECORDS OFFICER (PIDG/RIM 2) - REGIONAL OFFICE (SHORT TERM)

(Salary range \$778,917 - \$925,888 per annum and any applicable allowances)

Under the general direction of the Public Health Nurse (Regional Chronic Diseases Coordinator), the incumbent will provide administrative support services to the Non Communicable Disease (NCD) Unit.

Qualifications & Experience:

- Minimum four (4) subjects at CXC/GCE O'Level (inclusive of English Language and Mathematics)
- Certification in Information Technology/Computer Science

Required Skills & Specialized Techniques:

- Excellent oral and written communication skills.
- Excellent data management skills.
- Excellent interpersonal and relationship building skills.
- Minutes taking skills.
- PC operating skills (spreadsheets, word processing and other database applications).

Key Responsibilities will include:

- Creating and continuously updating line list for Can-Reg (2014- to date).
- Updating and maintaining Manual Database.
- Completing the required documentation for abstraction forms.
- Updating Cancer Registry Line Listings and Abstractions Tracking Register- SRHA Reporting Template on a monthly basis.
- Auditing Cancer Registry (Can-Reg) System for duplicates and blanks on a monthly basis.
- Creating and updating cancer line list folders to be sent to the different facilities.
- Updating and auditing line listings for out of parish abstractions
- Ensuring all necessary tools are readily available for abstraction (i.e, abstraction forms, comment sheet, blank sheet, stationeries, ink for printer).
- Assisting in field investigations to verify and gather data abstraction from the different facilities.
- Packaging and posting completed abstraction forms for the necessary MOH & Wellness' signatures.
- Attends meetings relevant to Cancer Registry.
- Files Line Listings from the different facilities appropriately.
- Ensures the completed Abstraction forms are filed and maintained accordingly.
- Updating files both electronic and manual from outreach interventions.
- Overseeing the Google Doc of the Cervical Cancer Report of the three parishes.
- Attending meetings and taking minutes of NCD Meetings.
- Assisting with organization of conferences, workshops & outreach hosted by the NCD Unit.

Applications along with resume should be sent no later than **Friday July 29, 2022**
to:

Director, Human Resource Management & Development
Southern Regional Health Authority
3 Brumalia Road
Mandeville.

E-Mail - jobs@srha.gov.jm

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED