



WESTERN CHILD AND ADOLESCENT HOSPITAL CAREER OPPORTUNITY

Applications are invited from suitably qualified persons for the position of:

SUPERVISOR, PHYSIOTHERAPY SERVICES (HPC/PT 4)

One (1) Position

(Salary Scale \$5,055,684 - \$6,009,620) per annum

The **Western Child and Adolescent Hospital**, under the Western Regional Health Authority (a Statutory Body under the Ministry of Health & Wellness) is currently seeking to employ **one (1) Supervisor, Physiotherapy Services (HPC/PT 4)**. Under the supervision of the Manager, Physiotherapy Services, he/she will be responsible for overseeing the day-to-day operations of the facility to ensure the efficient planning and organizing of activities to support the delivery of physiotherapy services and ensure patients are treated in accordance with established protocols.

KEY RESPONSIBILITIES WILL INCLUDE:

Administrative

- Plan, administer and manage the Physiotherapy programme within the facility.
- Develops and implements operational plans for the department.
- Implements and monitors clinical programmes for interns and students.
- Implements and monitors quality assurance procedures.
- Assists with the preparation of the Department's annual budget and operational plan.
- Develops and implements a budgetary control system.
- Monitors and ensures maintenance of physical infrastructure and equipment.
- Checks, authorizes and ensures staff claims are submitted as required.
- Prepares work schedule for physiotherapists.
- Collates statistical data for reports, presentations and justification for staffing, programmes, services and equipment.
- Leads the annual inventory or stock-taking exercises.
- Prepares and submits department reports as required.
- Restructure the function of the Unit to reflect departmental objectives, as necessary.
- Prepares and submits the Unit and Individual work plans.

Technical

- Examines, plans, administers and advances treatment programmes for patients referred for rehabilitation care.
- Implements quality assurance procedures; ensures adherence to quality assurance and safety standards for physiotherapy services.
- Develops, coordinates and implements physiotherapy programmes within the facility.
- Conducts ward rounds as required.
- Provides technical advice and guidance to Medical Consultants/Specialists regarding clinical management of patients.
- Establishes a preventative maintenance schedule for the department and liaises with the relevant department to ensure equipment are serviced accordingly.
- Supervises design and planning of programmes and schedules (patient education, staff welfare, service and general staff education).
- Participates in presentations and educational/training sessions on physiotherapy related activities.
- Prepares medico-legal reports as requested.
- Prepares transfer summaries and referrals to other practitioners for patients leaving their care who need continued physiotherapy intervention as required.
- Ensures adherence to quality assurance and safety standards for physiotherapy services.
- Keeps up to date with current trends/advancements in the physiotherapy profession.

Human Management

- Provides leadership and guidance to direct reports through effective planning, delegation, communication, mentoring and coaching.
- Conducts performance appraisals and recommends training and other development programmes for direct reports.
- Coordinates the development of individual work plans and recommends performance targets for the direct reports.
- Recommends disciplinary action, leave and staffing arrangements for direct reports.
- Identifies and recommends training and development opportunities for staff.
- Monitors adherence to human resources policies and procedures of physiotherapist staff (attendance, punctuality, dress code and deportment).
- Plans and conducts training and participates in the orientation of new staff ensuring that they are properly inducted in the organisation.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- May be required to work beyond normal working hours, weekends, public and holidays.
- May be required to wear protective gear.
- May be exposed to infectious diseases and other chemical and biological hazards.
- May be exposed to highly unpleasant conditions related to client contact.

QUALIFICATION & EXPERIENCE:

- Bachelor of Science in Physical Therapy **OR**
- Diploma in Physical Therapy
- Certification in area of specialization (Physiotherapists in specialist facilities)
- Certificate or Diploma in Administrative Management/Supervisory Management/Public Administration/Health Administration
- Minimum of four (4) years as a Physiotherapist
- Licensed with the Council of Professions Supplementary to Medicine (CPSM)

SPECIFIC SKILLS/KNOWLEDGE REQUIRED:

- Excellent interpersonal and communication skills.
- Excellent analytical, problem solving and decision-making skills.
- Knowledge and experience in Physical Therapy programme management.

Application letter along with a detailed resume should be sent no later than

September 30, 2026 to:

**The Manager, Human Resource Management and Development
Cornwall Regional Hospital
P.O. Box 900
Mt. Salem
Montego Bay, St. James
Email: wcahjobs@wrha.gov.jm**

ONLY SHORTLISTED APPLICATIONS WILL BE CONTACTED