



WESTERN CHILD AND ADOLESCENT HOSPITAL

CAREER OPPORTUNITY

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

HOSPITAL ADMINISTRATOR (GMG/AM 4)

Two (2) Positions

(Salary Scale \$2,803,771 - \$3,770,761 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 two (2) **Hospital Administrators (GMG/AM 4)**. Under the general direction of the Manager, Facilities, Operations and Maintenance, the Hospital Administrator is responsible for overseeing and coordinating the administrative functions as they relate to the operation of in-patient and out-patient services, laundry, dietary, cleaning and portering services and mortuary services. The Hospital Administrator ensures that all areas of the hospital are properly maintained, hygienic and aesthetically pleasing.

RESPONSIBILITIES:

Administrative

- Participates in the development of the Department's operational/unit plan and annual budget.
- Participates in disaster preparedness activities and ensures that readiness of staff is maintained through effective communication and conducting of the relevant training.
- Participates and makes recommendations for the development of policies and standard operating procedures for areas under direct supervision.
- Assesses overtime claims submitted for approval to ensure correctness. Develops and implements mechanisms for efficient control of overtime management.
- Attends and participates in Unit/departmental meetings.
- Prepares and submit the Individual Work Plan and the work plans of all direct reports.

Technical

- Administers and/or coordinates the operational activities of the following units/services:
 - Inpatient and outpatient
 - Laundry services
 - Dietary
 - Cleaning and sanitation
 - Portering
 - Morgue Services
 - Property and waste management
 - Pest Control
 - Staff accommodation
- Supports the delivery of service for other technical, administrative and paramedical units /departments to ensure efficient coordination of supplies and equipment required.
- Directs and controls supplies and materials for all wards, Operating Theatres, Central Sterilization, clinics, Physiotherapy and Radiology, Health Information Management, Medical Social Services, Cleaning and Portering. Ensures that supplies are always adequate to avoid the disruption of services.
- Supports Medical Social Services Unit in solving problems relating to social cases.
- Ensures that available staff accommodations are properly managed and the facilities are maintained in keeping with established standards; where facilities are not available, ensure systems are in place to assist staff that may require housing accommodation.
- Reviews requests for overtime duty and ensures that the duties to be carried out are not functions that could be done during normal working hours.
- Plans and directs quality control programs for the departments/services under control by administering and reviewing quality control program and develops and maintains program policy documentation.
- Strives towards improving the aesthetic appeal of the ward, clinic and other outpatient areas in the hospital and ensures hygienic and infection prevention and control standards are maintained.

- Tours hospital compound regularly to ensure that the aesthetic and cleanliness of the compound are maintained at the highest standards at all times by:
 - Inspecting buildings, grounds, plants and equipment
 - Recording all defects identified and submitting work order requests to the Maintenance Unit or procurement requests
 - Ensuring proper signages and lightening are in place
 - Following up until corrective measures are taken and the problems solved
 - Escalating issues to the Operations manager that the relevant Unit has failed to remedy
 - Coordinating the procurement, installation and maintenance of appropriate signages, murals and lighting
- Manages, directs and supervises in-house Cleaning and Sanitisation staff, which may include but is not limited to:
 - Cleaning and sanitization schedule developed and monitored
 - Assigned areas are cleaned and sanitized in keeping with established cleaning schedules and sanitization standards
 - Storage, collection and disposal of waste is in keeping with established standards
 - Cleaning and gardening supplies and equipment are procured and properly managed
- In conjunction with the Manager, Maintenance and the Senior Fixed Asset Officer identifies unserviceable items and requests Board of Surveys to be conducted.
- Reviews and approves the duty roster prepared by the Chief Porter and Supervisor, Hospital Attendant.
- Initiates research/investigation activities with the view of finding solutions to existing problems in order to bring about increased efficiency and productivity in targeted areas.
- Adapts and implements established methods and techniques for the control and improvement of departments/services under control.
- Updates department heads periodically on policies, procedures and systems that are in operation and ensures that there is strict adherence to them.
- Supports the Director of Nursing Services and the Senior Medical Officer in resolving issues affecting the Medical and Paramedical Departments.

Human Resource

- Develops and manages the performance of staff, through monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance.
- Provides guidance and support to supervisees through effective task setting, delegation, coaching and communication.
- Schedules and conducts performance appraisals of supervisees based on performance assessment criteria and ensures timely submission of performance evaluation reports.
- Coordinates training for staff as necessary to ensure high levels of quality and productivity.
- Participates in the recruitment process of staff for the unit as required.
- Assists with the orientation of new employees and ensures that all orientation checklist is completed.
- Ensures that the work environment is conducive to a high level of productivity and free of health and safety hazards.
- Schedule periodic departmental meetings so that all employees have the opportunity to hear departmental updates and express their concerns.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- May be required to work beyond normal working hours, weekends and public holidays.
- Will be required to do extensive walking.
- Work environment may involve working in hazardous areas at times.
- A high-demand work environment with numerous critical deadlines.
- Will be required to respond to telephone calls relating to the hospital's operations.

QUALIFICATION & EXPERIENCE:

- Bachelor's degree in Business Administration, Operations Management, Public Administration, Management Studies or equivalent related field.
- Minimum of three (3) years of working experience in a similar capacity.
- Certification in Supervisory Management would be an asset.

SPECIFIC SKILLS/KNOWLEDGE REQUIRED:

- Excellent oral and written communication skills
- Excellent time management cooperation skills
- Effective leadership skills with the ability to manage people of diverse skills
- Sound problem-solving, decision-making making and analytical skills

- Proactive work attitude and the ability to work on own initiative
- Working knowledge of techniques used in Operations Management.
- Proficiency in writing reporting particularly critical incident reports.
- Proficiency in the relevant computer applications.

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

September 30, 2026 to:

**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