



WESTERN CHILD AND ADOLESCENT HOSPITAL CAREER OPPORTUNITY - ADVERTISEMENT

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

CHIEF PORTER (HSC/HS 3)

One (1) Position

(Salary Scale \$1,332,574 - \$1,584,011 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) **Chief Porter (HSC/HS 3)**. Under the direct supervision of the Hospital Administrator, the Chief Porter supports the Hospital Administrator with the management of porter service in the hospital. He/she ensuring that the porters assigned to the respective areas, maintain their posts, respond promptly to requests, maintain porter service equipment and comply with established policies and guidelines.

RESPONSIBILITIES:

- Assists with the preparation of the Porter Service Unit duty roster.
- Prepares and submits all requisite reports as required by the Hospital Administrator within the stipulated timeframes.
- Assists with the preparation of annual vacation leave rosters and makes recommendations to the Hospital Administrator in relation to coverage and overtime schedules.
- Prepares and submits monthly Attendance Report to the Hospital Administrator.
- Prepares/reviews and submits annual Individual Work Plan.
- Assists with the preparation and submission of the Porters Individual Work Plans.
- Attends and participates in capacity-building sessions, meetings and conferences.
- Monitors the attendance of all Porters on assigned shift and reports to the Hospital Administration absences and late attendance once informed or observed.
- Ensures that all Porters on assigned shift sign in and out of the Attendance Register.
- Ensures that all Porters are properly attired i.e groomed, in their prescribed uniforms with approved identification cards at all times.
- Ensures that all Porters are report to their assigned workstation promptly at the beginning of and remain throughout each work day.
- Ensures adequate coverage by portering staff and work tools (stretchers, wheelchairs, etc) at the designated work stations
- Follows up on the repair of Porter Service equipment as directed.
- Coordinates the transportation of oxygen cylinders from oxygen bay to wards/departments.
- Reports defective equipment (stretcher, wheelchair etc.) to the hospital administrator and removes from service in keeping with established policies and procedures.
- Responds to complaints received about porter service and take corrective actions where necessary or escalate to the Hospital Administrator.
- Acts as a Reliever in the absences of porters with the carrying out of portering duties as the needs arise or as directed.
- Assists the Hospital Administrator by providing technical support to the Porters through effective task setting, delegation, coaching and communication;
- Assists with the checking of claims submitted by the porters as directed by the Hospital Administrator and in keeping with established guidelines.
- Assists with ensuring the Porters are equipped with the tools and resources required to carry out their duties effectively.
- Makes recommendations to the Hospital Administrator in relation to disciplinary actions, training and the overall enhancement of the staff supervised.
- Assists with the coordination and administration of annual performance review exercises.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- May be required to work on shifts, weekends, public holidays
- Must possess the ability to lift at least fifty (50 lbs) pounds.
- May be required to use/wear personal protective gear.
- May be exposed to infectious waste or diseases.

QUALIFICATION & EXPERIENCE:

- Any two (2) CXC subjects
 - Two (2) years of relevant experience
- Or**
- Certificate in Housekeeping
 - Two (2) years of in a similar capacity

SPECIFIC SKILLS/KNOWLEDGE REQUIRED:

- Good oral communication skills
- Ability to work on own initiative
- Strong interpersonal and customer service skills
- Excellent Teamwork and Cooperation
- Flexibility to adapt to changing priorities and work under pressure

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

September 21, 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