



WESTERN CHILD AND ADOLESCENT HOSPITAL CAREER OPPORTUNITY - ADVERTISEMENT

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

HEALTH RECORDS ADMINISTRATOR (HPC/HR 2)

One (1) Position

(Salary Scale \$4,359,501 - \$5,182,077 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) **Health Records Administrator (HPC/HR 2)**. Under the general supervision of the Senior Medical Officer and the indirect supervision of the Regional Health Records Administrator, the incumbent has the responsibility for organizing, implementing directing and controlling a total health information system to ensure optimum patient care within the framework of national priorities and objectives. He/she must have full knowledge of all systems, policies, norms and procedures to ensure the efficient and effective functioning of health records services in the facility through the effective coordination of the staff he/she supervises.

RESPONSIBILITIES:

Administrative

- Plan, organize, direct, and control the functions of the Health Records Department, to attain the organization's goals and meet standards set by the Ministry of Health (MOH)
- Serves as administrator for the Patient Administration System (PAS), where applicable.
- Liaise with the Management of Information Systems (MIS) department with regard to systems issues.
- Prepare and submit the department's budget and operational plan.
- Manage in an efficient and cost-effective manner the activities of the Health Records Department in accordance with established policies, priorities and regulations of the Western Regional Health Authority and the Ministry of Health.
- Serve as advisor to technical committees as necessary.
- Ensure the timely and consistent flow of statistical information to the Senior Medical Officer, Medical Officer of Health, Deputy Chief Executive Officer, Regional Technical Director, the Ministry of Health and other authorized users.
- Maintains quality control by periodical or routine inspection of work completed by the Health Record staff.
- Monitor and evaluate methods of control to maintain confidentiality and safeguard against any unauthorized access to or disclosure of information from patient records.
- Ensure that all registers and systems are properly maintained.
- Provide leadership and direction to Health Records staff to ensure competent and effective provision of health records services in support of patient care.
- Delegate and assign specific duties for the efficient functioning of the department.
- Attend various meetings as the department head or representative.
- Monitor and ensure efficient customer service delivery from staff members.
- Manage dissatisfied patient/client complaints and ensure resolution is reached;
- Direct and control the effective use of the limited resources (sundries, stationery and equipment) available to the department.
- Liaise with other departmental heads with regard to health records issues.
- Organize and implement the storage and retrieval system of active and inactive records;
- Attend staff conferences/workshops as required.

Human Resource Management

- Monitor and evaluate the performance of direct reports; prepare performance appraisals and recommend or initiate appropriate actions where necessary.
- Provide leadership and guidance to direct reports through effective planning, delegation, communication, coaching, training and mentoring.
- Take steps to address the welfare and training/development needs of staff supervised and make recommendations as required.
- Make provisions for direct reports to have sufficient and appropriate physical resources required to undertake their duties efficiently and effectively.
- Ensure that the staff supervised is aware of and adheres to the policies, procedures and regulations which guide the operations of the Authority.
- Plan/develop programs and conduct training of employees through in-service training and job orientation.
- Participate in the recruitment of Health Record staff and facilitate orientation program for new staff.
- Disseminate information to staff in regard to changes in policies, procedures and other matters to ensure that high levels of compliance are maintained;
- Recommend disciplinary action, leave and staffing arrangements for direct reports.
- Plan and conduct departmental meetings to provide staff with opportunities to voice their concerns.
- Perform other related duties that may from time to time be assigned.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- May be required to work beyond normal working hours, weekends and public holidays.
- Maybe required to do long-standing.
- Maybe required to use a ladder to access/retrieve the medical record.
- May be required to attend court.
- May be required to wear protective gear.
- May be required to travel within and outside of the parish.

QUALIFICATION & EXPERIENCE:

- Bachelors of Science Degree in Health Information Technology for an accredited institution.
- At least four (4) years of working experience in Health Information Management.
- Certification in Supervisory Management would be an asset.

SPECIFIC SKILLS/KNOWLEDGE REQUIRED:

- Excellent interpersonal and customer service skills.
- Ability to analyze statistical reports and make recommendations.
- Excellent knowledge of Health Information Management Systems including Electronic Patient Administration (ePAS).
- Knowledge of the methods, procedures, practices, rules and regulations related to health data collection.
- Proficiency in the use of various computer applications.

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