



WESTERN CHILD AND ADOLESCENT HOSPITAL CAREER OPPORTUNITY - ADVERTISEMENT

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

MANAGER, PHYSIOTHERAPY SERVICES (HPC/PT 5)

One (1) Position

(Salary Scale \$ 5,863,044 - \$6,969,317 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) **Manager, Physiotherapy Services (HPC/PT 5)**. Under the general supervision of the Senior Medical Officer, the Manager, Physiotherapy Services is responsible for the administration and expansion of physiotherapy services by ensuring clinical standards of service of all team members of the department are maintained.

RESPONSIBILITIES:

Administrative

- Plans, administers and manages Physiotherapy programmes within facilities.
- Develops and implements operational plans for the service units.
- Manages and maintains the physiotherapy-related operations within the facility.
- Monitors and ensures maintenance of physical infrastructure and equipment within the facility.
- Attends meetings and other fora as required.
- Collates statistical data for reports, presentations and justification for staffing, programmes, services and equipment within the facility.
- Ensures communication of the facility's needs for procurement to the Manager.
- Leads the annual inventory or stock-taking exercises within the facility.
- Prepares/ provides oversight in the preparation of medical/legal reports as requested.
- Collates and analyzes Unit supervisors' reports for submission to the Manager, where applicable.
- Prepares and submits reports/information as required.
- Prepares and submits the Unit's and individual work plans as well as coordinates the review and submission of direct reports works

Technical

- Examines, plans, administers and advances treatment programmes for patients referred for rehabilitation care, as required
- Develops and monitors clinical programmes for Level I, II, and III, Physiotherapists within the facility
- Develops and maintains protocol and supervisory control for the Physiotherapy Clinical Programme for students and interns assigned to the facility in conjunction with the School of Physical Therapy and the Coordinator of Physiotherapy Services
- Implements quality assurance procedures and ensure adherence to quality assurance and safety standards for physiotherapy services.
- Conducts ward rounds, case conferences and chart audits as required.
- Conducts training of staff Physiotherapists
- Plans and supervises physiotherapy programmes and schedules (patient education, staff welfare, in-service and general staff education).
- Prepares and leads presentations and educational/training sessions on physiotherapy-related techniques.

Human Management

- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Monitors and evaluates the performance of direct reports; prepares performance appraisal reports and recommends and/or attains established personal and/or regional goals.
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures.
- Ensures the welfare and development needs of staff are clearly identified and addressed.
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment, and commitment to the Hospital's and region's goals.
- Maintains, monitors and submits Attendance Reports for direct reports.
- Develops and maintains departmental orientation programme for direct reports ensuring that they are properly inducted in the organization – at primary facility and Type C Hospitals.
- Recommends disciplinary action, leave and staffing arrangements for direct reports.
- Performs 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.
- 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 as they arise; including frequent exposure to saliva, body fluids, odours and head lice.
- May be required to travel within and outside of the Region.

QUALIFICATION & EXPERIENCE:

- Masters Degree in Physical Therapy/ Public Health/ Health Administration
- Bachelor of Science Degree in Physical Therapy or Diploma in Physical Therapy
- Diploma/ certificate in Administrative Management/Supervisory Management/Public Administration/Health Administration
- Minimum five (5) years as a Physiotherapist and three (3) years in a supervisory role
- Licensed with the Council of Professions Supplementary to Medicine (CPSM)

SPECIFIC SKILLS/KNOWLEDGE REQUIRED:

- Excellent interpersonal and communication skills.
- Experience in a physical exercise environment.
- Proactive work attitude and the ability to work on own initiative.
- Knowledge and experience in programme management.

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