



WESTERN CHILD AND ADOLESCENT HOSPITAL CAREER OPPORTUNITY - ADVERTISEMENT

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

SUPERVISOR HOSPITAL ATTENDANT (HPC/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) **Supervisor, Hospital Attendant (HSC/HS 3)**. Under the direct supervision of the Hospital Administrator, the incumbent supports the Hospital Administrator with the management of daily cleaning and sanitation activities.

RESPONSIBILITIES:

- Assists with the preparation the Housekeeping Unit duty roster.
- Prepares and submits all requisite reports as required by the Hospital Administrator within the stipulated timeframes.
- Prepares and submits monthly Attendance Report as directed.
- Assists with the preparation of annual vacation leave rosters and makes recommendations to the Hospital Administrator in relation to coverage and overtime schedules.
- Prepares/reviews and submits annual Individual Work Plan
- Assist with the preparation and submission of Individual Work Plans for the Hospital Attendants.
- Completes all required start of shift and end of shift reports.
- Attends and participates in capacity-building sessions, meetings and conferences.
- Monitors the attendance of all Hospital Attendants on assigned shift and reports to the Hospital Administrator absences and late attendance once informed or observed.
- Conducts periodic walk throughs during assigned shifts to assess cleanliness, completion of tasks and takes/recommends corrective actions where necessary.
- Ensures that all Hospital Attendants on assigned shift sign in and out of the Attendance Register.
- Monitors the removal of soiled bed sheets, drapes and other linen.
- Ensures all Hospital Attendants are properly attired i.e groomed, in their prescribed uniforms with approved identification cards at all times.
- Ensures Hospital Attendants report to their assigned workstation promptly at the beginning of shifts and completes all assigned tasks in keeping with established requirements and timeframe.
- Monitors the replenishing of fresh linen and removal of soiled linen and communicates challenges to the Housekeeping supervisor.
- Removes and reports defective equipment (cleaning caddy, mops, buckets etc.) to the hospital administrator from service in keeping with established policies and procedures.
- Acts as a Reliever in the absence of Hospital Attendants by carrying out of cleaning and sanitation duties as the needs arise or as directed.
- Provide technical support to the Hospital Attendants through effective task setting, delegation, coaching and communication.
- Assists with the checking of claims submitted by the Hospital Attendants as directed by the Hospital Administrator and in keeping with established guidelines.
- Assists with ensuring the Hospital Attendants 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.

- Thoroughly and accurately check claims before submitting them to the Hospital Administrator.
- Assists with the coordination and administration of annual performance review exercises.
- Performs other duties that may be assigned from time to time by the Hospital Administrator

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- May be required to work on shifts, weekends, and 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
 - Three (3) years of work experience in similar capacity
- 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