ST. JAMES PUBLIC HEALTH SERVICES

VACANCIES

Application letter along with detailed resume should be submitted to:

E-mail: stjphsjobs@wrha.gov.jm

Manager, Human Resource Management and Development
St. James Public Health Services
Creek Street
Montego Bay
St. James

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED

POSITION	LOCATION	SUMMARY	QUALIFICATIONS
ASSISTANT HUMAN RESOURCE OFFICER (GMG/AM 3) $2,190,302.00 - $ 2,945,712.00 per annum	STJPHS	The Assistant Human Resource Officer (Benefits & Leave Administration and Staff Wellbeing) is responsible for the processing of leave applications, planning and coordination of employee relations and staff welfare activities.	• Associate Degree in Human Resource Management/Business Administration or Public Administration or equivalent or Certificate in Administrative Management (CAM) Level Four (4) • Training in Pension Administration would be an asset • Two (2) years' experience in a similar capacity

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ASSISTANT HUMAN RESOURCE OFFICER (GMG/AM 3) $2,190,302.00 - $2,945,712.00 per annum	STJPHS	Human Resource Management and Development, the Assistant Human Resource Officer (Training and PMAS) is responsible for maintaining and monitoring the Performance Management and Appraisal System (PMAS) as well as coordinating the Reward and Recognition Programmes.	• Associate Degree in Human Resource Management/Business Administration or Public Administration or equivalent or Certificate in Administrative Management (CAM) Level Four (4) • Training in Pension Administration would be an asset • Two (2) years' experience in a similar capacity
COMMUNITY HEALTH AIDE (HSC/HS 4) $1,545,377.00 - $1,836,968.00 per annum	STJPHS	The Community Health Aide (CHA) is a trained member of the health team responsible for working with families in the community to identify health issues and bring them to the attention of clinical health professionals.	• Four (4) CSEC subjects including English and a numeric subject • Successfully completed a minimum of eight (8) weeks training approved by the Ministry of Health or HEART TRUST certification in Community Health Aide/ Healthcare Assistant
DENTAL ASSISTANT (HTAC/DA 1) $2,078,360.00 - $4,470,517.00 per annum	STJPHS	The Dental Assistant is responsible for preparing the Dental Clinic for the patients and facilitating daily clinical operations including: preparing instruments and equipment, performing administrative functions such as scheduling appointments and maintaining patient records, and assisting the Clinic Dentists, Dental Nurses.	• Certificate in Dental Assistant Training Levels 1 & 2 • Two (2) years of experience in similar capacity

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GROUNDSMAN (LMO/TS 1) $1,044,232.00 - $1,304,056.00 per annum	STJPHS	The Groundsman is responsible for: • Installing and maintaining seasonal plants • Mowing, trimming and fertilizing green areas • Pruning and trimming of trees and bushes • Maintaining all gardening equipment and machinery ***eg.*** *Mowers, Trimmer and Weed Wackers etc.* • Any other duties assigned.	• High School Leaving Certificate
HEALTH RECORDS TECHNICIAN (HTAC/HRT 2) $2,795,163.00 - $3,322,571.00 per annum	STJPHS	The Health Records Technician (HTAC/HRT 2) has the responsibility to perform health records duties consistent with medical administrative, ethical, legal and regulatory requirements of the health care facility in the areas of the Health Records Department: File Room, Statistics, Medical Data, Classification, Death and Birth Registry and Registration.	• Associate of Science Degree in Health Information Technology **or** • Certificates in Health Records and Statistics Level 11 and Level I
PUBLIC HEALTH INSPECTOR 2 (HPC/EH 2) $3,759,184.00 - $4,468,488.00 per annum	STJPHS	The Public Health Inspector is responsible for managing and promoting hygiene and environmental sanitation within the Community.	• Bachelor of Science in Environmental Health with a Major in Public Health from an accredited institution • Approved academic or professional qualifications in any of the prescribed specialist areas • Three years experience or any

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			equivalent combination of training and experience
REGISTERED MIDWIFE (HPC/MW 2) $3,241,533.00 - $3,853,164.00 per annum	STJPHS	The Registered Midwife is responsible to have shared responsibility for the supervision and coordination of Maternal & Child Health Services & Family Planning activities in a designated area within the parish in accordance with the aim and objectives of the Organization.	• BSc./Certificate in Midwifery from accredited school of nursing • Midwifery training and registration with the Nursing Council of Jamaica • Have a minimum of (5-7) years Midwifery practice • Certificate in Nursing Administration
SPECIALIST NURSE (HPC/RN 2) $4,359,501.00 - $5,182,077.00 per annum	STJPHS	The Specialist Nurse is responsible for providing an advanced level of care to patients who have life threatening illnesses or have specific health needs requiring specialized Nursing intervention.	• Graduate of a BSc. In Nursing from accredited school of nursing • Registration with the Nursing Council of Jamaica • Post Basic Nursing training in Midwifery • Basic Life Support (BLS) certification is a definite asset