WESTERN CHILD AND ADOLESCENT HOSPITAL

VACANCIES

Application letter along with detailed resume should be submitted to:

Email: ***wcahjobs@wrha.gov.jm***

The Manager, Human Resource Management and Development
Cornwall Regional Hospital
P.O. Box 900
Mt. Salem
Montego Bay
St. James

ONLY SHORTLISTED APPLICATIONS WILL BE CONTACTED

POSITION	LOCATION	SUMMARY	QUALIFICATIONS
Manager, Health Facilities, Operations and Maintenance Branch (GMG/SEG 3) $5,198,035.00 – $6,990,779.00 per annum	Western Child and Adolescent Hospital	Under the direct supervision of the Deputy Chief Executive Officer, the incumbent is responsible for providing strategic direction and leadership to the Health Facilities, Operations & Maintenance Departments by developing, implementing and monitoring policies, procedures and programmes that promote efficiency, effectiveness, safety and quality service delivery.	• B.Sc. Administration, Operations Management, Public Administration, Management Studies or equivalent related field • Four (4) years of working experience in a similar capacity • Experience in project management, financial management and corporate governance would be an asset • Certification in Supervisor Management would be an asset

POSITION	LOCATION	SUMMARY	QUALIFICATIONS
Manager, Operating Theatre (GMG/SEG 1) $3,501,526.00 - $4,709,163.00 per annum	Western Child and Adolescent Hospital	Under the general supervision of the Deputy Chief Executive Officer, the Manager, Operating Theatre is responsible for the day-to-day management of the non-medical aspects of the operating theatre to ensure adherence to the preventative maintenance of general and critical equipment; management of supplies inventory; assessment of patients to ensure collection of appropriate fees and; the initiation and execution of approved strategies to enhance the income generating capacity of the Operating Theatre.	• B.Sc. in Management, Public Administration, Health Services Administration, Operations Management or Public Sector Management • Two (2) years of working experience in a management position
Manager, Accident and Emergency (GMG/SEG 1) $3,501,526.00 - $4,709,163.00 per annum	Western Child and Adolescent Hospital	Under the direct supervision of the Deputy Chief Executive Officer, the Manager, Accident and Emergency Manager is responsible for overseeing the day-to-day efficient functioning of the Accident and Emergency Department.	• B.Sc. in Management, Public Administration, Health Services Administration, Operations Management or Public Sector Management • Three (3) years of experience in Management or in a similar capacity • A certificate in Supervisory Management would be an asset
Senior Customer Care Officer (GMG/AM 4) $2,803,771.00 - $3,770,761.00 per annum	Western Child and Adolescent Hospital	Reporting to the Deputy Chief Executive Officer, the Senior Customer Care Officer is responsible for the direction and leadership of the Customer Service Department, which encompasses general customer service, patient assessment and telecommunication. The incumbent is also responsible for ensuring that all policies, procedures and standards, such as the Citizens' Charter, Complaints Management System and the service excellence standard, are enforced and maintained.	• B.Sc. in Public Health Administration/Management Studies, Business Administration, Social Work or a related field • Three (3) years of experience in Customer Service or a similar capacity • Advanced training in Customer Service and Emotional Intelligence would be an asset

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			• Certification/experience in Supervisory Management would be an asset
Customer Care Officers (GMG/AM 3) $2,190,302.00 - $2,945,712.00 per annum	Western Child and Adolescent Hospital	Under the direct supervision of the Senior Customer Care Officer, the incumbent will be responsible for promoting and maintaining a patient-centered care environment with the aim of exceeding the expectations of patients/clients by appropriately addressing their concerns, providing them with valid and complete information and serving as a communication link between them and the medical teams.	• Associate Degree/Diploma in Social Work/Business Administration/Management Studies or Customer Service (HEART) • Minimum two (2) years of experience in Customer Service or a similar capacity • Advanced training in Customer Service and Emotional Intelligence would be an asset
Customer Care Assistants (GMG/AM 1) 1,439,455.00 - $1,935,907.00 per annum	Western Child and Adolescent Hospital	Under the general supervision of the Senior Customer Officer the Customer Care Assistant (Receptionist) is responsible for ensuring the smooth running of the waiting/reception area by receiving calls, greeting visitors/patients, informing patients of the process to receive service; guiding patients through the process, providing general information and serving as a liaison between patients/clients and the technical staff.	• Five (5) CXC, including English Language and Mathematics • Two (2) years of experience working in a similar capacity • Certificate in Customer Service would be an asset
Administrative Assistants (GMG/AM 3) $2,190,302.00 - $2,945,712.00 per annum	Western Child and Adolescent Hospital	Under the direct supervision of the Unit Manager, the Administrative Assistant provides administrative and secretarial support to the unit by efficiently managing the day to day administrative and secretarial functions of the department. The incumbent also acts as a key communication link between the Manager and his/her	• Associate Degree in Business Administration, Management Studies or its equivalent • Two (2) years' applicable experience. • Report and Minutes Writing Certification would be an asset

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		supervisees as well as other internal and external stakeholders.	
Administrative Assistant (GMG/AM 2) $1,711,060.00-$2,301,186.00 per annum	Western Child and Adolescent Hospital	Reporting to the Manager, Facilities, Operations and Maintenance the incumbent will be expected to provide administrative and secretarial support to the Unit by efficiently managing the day to day administrative and secretarial functions of the department. The incumbent also acts as a key communication link between the Manager and his/her supervisees as well as other internal and external stakeholders.	• Associate Degree in Business Administration, Management Studies or its equivalent • Two (2) years' applicable experience. • Report and Minutes Writing Certification would be an asset **or** • Certificate Administrative Management -Level 2 (MIND) • Two (2) years of working experience in a similar capacity • Report and Minutes Writing Certification would be an asset
Electromechanical Technician (SOG/ST 4) $2,803,771.00 - $3,770,761.00 per annum	Western Child and Adolescent Hospital	Reporting to the Maintenance Manager, the incumbent is responsible for servicing, repairing, testing, and adjusting electromechanical equipment/systems such as standby generators, boilers, sterilizers, air conditioning units, operating theatre equipment, morgue units, laundry equipment, and kitchen equipment.	• B.Sc. in Mechanical Engineering • Two (2) years of experience in a similar capacity • Any equivalent combination of qualification and experience
AC & Refrigeration Technicians (SOG/ST 3) $2,190,302.00-$2,945,712.00 per annum	Western Child and Adolescent Hospital	Reporting to the Maintenance Manager, the incumbent is responsible for installing, maintaining, repairing, and servicing air conditioning and refrigeration units and systems.	• HEART Diploma in Air Condition and Refrigeration Maintenance • Three (2) years of experience in a similar capacity

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Artisan 4 **Senior Maintenance Officer** **(LMO/TS 5)** $2,190,292.00 – $2,945,696.00 per annum	Western Child and Adolescent Hospital	Reporting to the Maintenance Manager the incumbent will be responsible for efficiently managing the day-to-day general maintenance and repair/fabrication activities such as tiling, painting, fabrication/construction of partitions and ramps, replacement of doors, windows, locks, office fixtures, repair of cupboards, desks, chairs and gates.	• Diploma in Building Maintenance/General Construction • Three (3) years of experience in a similar capacity • Any equivalent combination of qualification and experience • Certification in Supervisor Management would be an asset
Artisan 4 **(Senior Plumber)** **(LMO/TS 5)** $2,190,292.00 - $2,945,696.00 per annum	Western Child and Adolescent Hospital	Reporting to the Maintenance Manager, the Senior Plumber is responsible for installing, repairing and maintaining pipes, fixtures, fittings and systems used for water distribution and wastewater disposal. The incumbent will also be expected to conduct efficient maintenance servicing to ensure that all water-supply networks meet the standard of building codes and safety.	• HEART Diploma NVQ-J 4 in Plumbing • Three (3) years of experience in a similar capacity • Certification or training in Supervisor Management would be an asset
Artisans (Plumber) **(LMO/TS 4)** $1,711,060.00 - $2,301,208.00 per annum	Western Child and Adolescent Hospital	Reporting to the Senior Plumber, the incumbent is responsible for carrying out plumbing related maintenance such as the installation and repair of broken pipes, valves, drainage systems and other fixtures and fittings.	• HEART's Level 2 Certification in Plumbing. • Three (3) years of experience working in a similar capacity
Artisan (Senior Electrician) **(LMO/TS 5)** $2,190,292.00 - $2,945,696.00 per annum	Western Child and Adolescent Hospital	Reporting to the Manager, Maintenance, the Senior Electrician is responsible for ensuring efficiently installing, maintaining, repairing and inspecting all electrical systems and equipment through preventative and corrective maintenance. The incumbent is also responsible for supervising the Artisans (Electricians)	• HEART- NVQ-J Level 4 Diploma in Electrical Maintenance • Three (3) years of experience in a similar capacity • Certification or training in Supervisor

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		to ensure that all work activities are carried out in accordance with established standards and protocols.	Management would be an asset
Artisans (Electrician) (LMO/TS 4) $1,711,060.00 - $2,301,208.00 per annum	Western Child and Adolescent Hospital	Reporting to the Senior Electrician, the incumbent is responsible for carrying out electrical maintenance and repairs such as the installation and replacement of lights, conduits; signage, and other fixtures and fittings.	• HEART's Level 3 Certification in Electrical Maintenance • Three (3) years of experience working in a similar capacity
Artisans (General) (LMO/TS 4) $1,711,060.00 - $2,301,208.00 per annum	Western Child and Adolescent Hospital	Reporting to the Senior Maintenance Officer, the incumbent is responsible for the carrying out minor woodwork, masonry and metal fabrication in the hospital and administrative facilities.	• HEART NVQ-J 2 Certificates in General Construction and Carpentry & Joinery • Two (2) years of experience in a similar capacity
Senior Fixed Asset Officer (GMG/AM 4) $2,803,771.00 - $3,770,761.00 per annum	Western Child and Adolescent Hospital	Reporting to the Manager, Facilities, Operations and Maintenance; the Senior Fixed Asset Officer is responsible for maintaining the hospital's Fixed Asset Register with respect to the movement, acquisition and disposal of assets in accordance with the GOJ Comprehensive Asset Management Policy for the Public Sector, providing data to the Regional Unit for the update of the master Fixed Asset Register and coordinating Board of Survey activities for the hospital.	• B.Sc. in Business Administration or Supplies Management • Two (2) years of experience in Supplies Management and/or Inventory/Fixed Asset Management **or** • Associate in Business Administration or Supplies Management • Three (3) years of working experience in Supplies Management and/or Inventory/Fixed Asset Management **or** • Diploma in Supplies Management

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			(MIND) • Five (5) years of working experience in Supplies Management and/or Inventory/Fixed Asset Management • Certification in Supervisory Management would be a plus
Fixed Asset Officer (PIDG/RIM 3) $2,190,302.00 - $2,945,712.00 per annum	Western Child and Adolescent Hospital	Under the direct supervision of the Senior Fixed Asset Officer, the Fixed Asset Officer assists with maintaining the hospital's fixed asset register/s by marking and labelling fixed assets in keeping with established policies and procedures. The incumbent is also responsible for assisting with Board of Survey activities.	• Associate in Business Administration or Supplies Management or Inventory Management • Two (2) years of working experience in Fixed Asset Management or Supplies/ Inventory Management **or** • Certificate in Inventory Management (MIND) • Three (3) years of working experience in Fixed Asset Management or Supplies/ Inventory Management
Hospital Administrators (GMG/AM 4) $2,803,771.00 - $3,770,761.00 per annum	Western Child and Adolescent Hospital	Under the general direction of the Manager, Facilities, Operations and Maintenance, the Hospital Administrator is responsible for overseeing and coordinating the administrative functions as they relate to the operation of in-patient and out-patient services, laundry, dietary, cleaning and portering services and mortuary services.	• BSc. in Business Administration, Operations Management, Public Administration, Management Studies or equivalent related field • Three (3) years of working experience in a similar capacity • Certification in Supervisory Management would be an asset

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Supervisor, Hospital Attendants (HSC/HS 3) $1,332,574.00 - $1,584,011.00 per annum	Western Child and Adolescent Hospital	Under the direct supervision of the Hospital Administrator, the incumbent supports the Hospital Administrator with the management of daily cleaning and sanitation activities.	• 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
Hospital Attendants (Housekeeper) (HSC/HS1) $990,843.00 - $1,177,801.00 per annum	Western Child and Adolescent Hospital	Under the direct supervision of the Supervisor, Hospital Attendant, the incumbent will primarily contribute to the day-to-day operations of the Housekeeping Unit by cleaning and sanitizing assigned areas in the hospital and disposing of medical and non-medical waste in keeping with infection control and prevention policy and procedures.	• Secondary/High School Leaving Certificate • One (1) year experience in a similar capacity
Chief Porters (HSC/HS 3) $1,332,574.00 - $1,584,011.00 per annum	Western Child and Adolescent Hospital	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.	• Any two (2) CXC subjects • Two (2) years of relevant experience **or** • Certificate in Housekeeping • Two (2) years of experience in a similar capacity
Porters (HSC/HS 1) $990,843.00 - $1,177,801.00 per annum	Western Child and Adolescent Hospital	Under the general guidance of the Chief Porter, the Porter is responsible for transporting, patients, oxygen cylinders, files and medical equipment in and around the hospital.	• Secondary/High School Leaving Certificate • Two (2) years of experience in a similar capacity

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Health Records Administrator (HTAC/HR 2) $4,359,501.00 - $5,182,077.00 per annum	Western Child and Adolescent Hospital	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.	• BSc. in Health Information Technology for an accredited institution • Four (4) years of working experience in Health Information Management • Certification in Supervisory Management would be an asset
Health Records Technicians (HTAC/HRT 2) $2,795,163.00 - $3,322,571.00 per annum	Western Child and Adolescent Hospital	Under the direct supervision of the Health Records Administrator, the Health Records Technician has the responsibility to perform health records services in one of the main areas of the Health Records Department: File Room, Statistics, Medical Data, Classification (Coding), Wards, Death Registry, Registration, Accident & Emergency, Outpatients, Admission, and Discharge.	• Associate of Science Degree in Health Information Technology or Certificates in Health Records and Statistics Level 11 and Level • Three (3) years full-time progressive experience in work related to the preparation and maintenance of health records and health statistics
Health Records Clerks (HTAC/HRT 1) $1,792,163.00 - $2,130,319.00 per annum	Western Child and Adolescent Hospital	Under the direct supervision of the Health Records Administrator, the Health Records Clerk is responsible for registering patients, organizing, updating, retrieving and archiving patient records consistent with medical administrative, ethical, legal and regulatory requirements of the health care facility.	• Five (5) CXC/GCE subjects including Mathematics, English Language and a Science subject • One (1) year work experience
Technical Assistants (Radiology) (HTAC/HT 1) $1,792,163.00 -	Western Child and Adolescent Hospital	Under the supervision of the Medical Imaging Practitioner, the Technical Assistant (Radiology) (HTAC/HT 1) assists with the smooth and efficient flow of the Department's daily operations by performing clerical, administrative, data entry tasks,	• Four (4) CSEC subjects, including Mathematics/Accounts, English Language, and at least one Science subject (e.g., Human & Social Biology, Physics, Biology)

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$2,130,319.00 per annum		and preparing the clinical environment for procedures.	• One (1) year of experience in a similar capacity would be an asset
Nurse Anesthetists (HPC/RN 4) $5,863,044.00 - $6,969,317.00 per annum	Western Child and Adolescent Hospital	Under the general supervision of the Director of Nursing Services the incumbent will be responsible for the assessment, preparation, administration and monitoring of anesthesia related care.	• MSc. in Nurse Anesthesia from a recognized institution • B.Sc. in General Nursing and Certificate in Midwifery from accredited schools of Nursing and Midwifery • Four (4) years of clinical practice to proficiency level as Registered Nurse and Registered Midwife • Registration with the Nursing Council of Jamaica as Registered Nurse and Registered Midwife
Infection Control Nurse (HPC/RN 4) $5,863,044.00 - $6,969,317.00 per annum	Western Child and Adolescent Hospital	Under the direct supervision of the Director of Nursing Services, the incumbent will operationally lead the prevention and control of infection within the institution	• B.Sc. in General Nursing and Certificate in Midwifery from accredited schools of Nursing and Midwifery • Six (6) – Eight (8) years of clinical practice to proficiency level as Registered Nurse, Registered Midwife with assignment as Nurse/Ward Manager for at least three (3) years • Approved certification in Nursing Administration (course duration should not be less than four (4) months)

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			• Certification in Infection Control - Internal and External Contacts
In-service Education Officer (HPC/RN 4) $5,863,044.00 - $6,969,317.00 per annum	Western Child and Adolescent Hospital	Reporting to the Director of Nursing Services, the incumbent is responsible for educating and train aspiring nurses, graduate nurses (Registered Nurses, Midwives) and allied health personnel by planning and coordinating courses. He/she has responsibility to develop, manage and monitor programmes.	• B.Sc. in General Nurse /B.Sc. in Nursing Education from an accredited School of Nursing • Three (3) years of experience as Nurse Educator 1 • Acting responsibility in Nurse Educator 2 for six months or employed as In-Service Officer 11 • Female – B.Sc. in Midwifery - Certified Midwife **or** • Male – B.Sc. in Midwifery/Psychiatry or Emergency Nursing or Critical Care Nursing **Plus** • Five (5) years post registration clinical experience across the scope of practice • Advanced Nursing Education: Nursing Education/ General Education (Masters) or Masters in health related discipline with Diploma in Education **Plus** • Specify licensing or certification or other form of legal recognition to

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			practice nursing and midwifery
Departmental Nurse Managers (HPC/RN 4) $5,863,044.00 - $6,969,317.00 per annum	Western Child and Adolescent Hospital	Under the direct supervision of the Deputy Director of Nursing Services, the incumbent is responsible for supervising, organizing, coordinating and evaluating the nursing service in more than one general patient care unit.	• Certificate/Diploma/B.Sc. in General Nursing and Certificate in Midwifery from an accredited school of Nursing and Midwifery • Six (6) – Eight (8) years of clinical practice to proficiency level as Registered Nurse, Registered Midwife with assignment as Nurse/Ward Manager for at least three (3) years • Registration with the Nursing Council of Jamaica as a Registered Nurse and Registered Midwife • Approved certification in Nursing Administration (course duration should not be less than four (4) months)
Ward Managers (HPC/RN 3) $5,055,684.00 - $6,009,620.00 per annum	Western Child and Adolescent Hospital	Under the general supervision of the Deputy Director of Nursing Services the Ward Manager is responsible for planning patient care in collaboration with other healthcare personnel and for coordination diagnostic, therapeutic and social activities of patients/clients within the assigned unit and ensure adequate coverage of qualified nursing personnel.	• B.Sc. in General Nursing and Certificate in Midwifery from accredited schools of Nursing and Midwifery • Four (4) – Five (5) years of clinical practice to proficiency level as Registered Nurse and Registered Midwife • Approved certification in Nursing

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			Administration (course duration should not be less than 4 months). • Registration with the Nursing Council of Jamaica as Registered Nurse and Registered Midwife
Specialist Nurses (HPC/RN 2) $4,359,501.00- $5,182,077.00 per annum	Western Child and Adolescent Hospital	Under the general supervision of the, Director of Nursing Services, the Registered Nurse 11 (Specialist Nurse) is a Registered Nurse, trained in Midwifery and/or a specialized field of Nursing who provides advanced level of care to patients in specialized areas such as the operating theatre, intensive care unit, recovery room, burn unit, midwifery area, etc.	• B.Sc. in General Nursing from an accredited school of Nursing **Plus** • B.Sc. / Certificate/Diploma in Midwifery, Intensive Care Nursing, Operating Theatre Techniques, Burn Care, Hemodialysis, Paediatric Nursing, Emergency Care, from an accredited School of Nursing • Basic Life Support (BLS) certification is a definite asset. • Registration with the Nursing Council of Jamaica • Four to five years of experience
Registered General Nurses (HPC/RN 1) $3,241,533.00 - $3,853,164.00 per annum	Western Child and Adolescent Hospital	Under the general supervision of the Director of Nursing Services, the incumbent will be responsible for the nursing process of assessment, diagnosing, planning, implementing and evaluation to deliver patient care.	• B.Sc. in General Nursing from an accredited school of Nursing • Basic Life Support (BLS) certification is a definite asset. • Registration with the Nursing Council of Jamaica

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Registered Midwife 1 (HPC MW 1) $2,795,163.00 - $3,322,571.00 per annum	Western Child and Adolescent Hospital	Under the general supervision of the Director of Nursing Services, the incumbent is responsible for ante-natal post-natal and total maternal and child health care.	• B.Sc. in Midwifery **or** • B.Sc. in Nursing with a Certificate/Diploma in Midwifery from an accredited institution ▪ Registration with the Nursing Council of Jamaica • Registered with the Nursing Council of Jamaica to practice as a Registered Midwife
Enrolled Assistant Nurses (HTAC/EAN 1) $2,078,360.00 - $2,470,517.00 per annum	Western Child and Adolescent Hospital	Under the general supervision of the Deputy Director of Nursing Services the Enrolled Assistant Nurse is responsible for providing skilled nursing care for clients/families according to their individual needs.	• Diploma in Enrolled Assistant Nursing from a recognized learning institution • Three (3) years' experience as an Enrolled Assistant Nurse 1 • Registration with the Nursing Council of Jamaica as an Enrolled Assistant Nurse
Psychiatric Nursing Aides (HSC/HS 5) $1,792,163.00 - $2,130,319.00 per annum	Western Child and Adolescent Hospital	Under the direct supervision of the Nurse in charge, the Psychiatric Nursing Aide assist in providing routine care for mentally impaired or emotionally disturbed patients with their physical, emotional, psychological or rehabilitative care.	• Psychiatric Nursing Aide Certification from a recognized institution • A minimum of two (2) subjects at CXC or GCE equivalent including English Language and a numeric subject

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Patient Care Assistants (HSC/HS 5) $1,792,163.00 - $2,130,319.00 per annum	Western Child and Adolescent Hospital	Under the direct supervision of the Ward Manager, the Patient Care Assistant assists with caring for the patients, cleaning, sanitizing and organizing all clinical spaces and equipment, accompanying patients that are being transferred in and out of the hospital and ensure that supplies are available for use in assigned areas.	• Four (4) CXC subjects including English and a numeric subject • Certificate in Practical Nursing from a recognized institution • At least one (1) experience in a similar capacity would be an asset
Operating Theatre Technician (HTAC/HT 2) $2,078,360.00 - $2,470,517.00 per annum	Western Child and Adolescent Hospital	Under the direct supervision of the Ward Manager or the Specialist Nurse (OT), the Operating Technician assists with the preparation of operating rooms, which includes but is not limited to cleaning and sterilization of the theatre, setting up of equipment and instruments and preparation of instruments.	• Four (4) CXC subjects, including English and a numeric subject • Certification in Operating Theatre Technician Training • Experience in a similar capacity would be an asset
Senior Central Sterilization Assistants (HSC/HS 3) $1,332,574.00 - $1,584,011.00 per annum	Western Child and Adolescent Hospital	Under the direction of the Ward Manager, the Senior Central Sterilization Assistant (HSC/HS 3) is responsible for operating the sterilization machine used for the sterilization of packages for dressing and instruments for use in wards and operating theatres.	• Two (2) CXC subjects including English and any other subject • Experience in a similar capacity would be an asset
Anesthetic Technicians (HTAC/HT 2) $2,078,360.00 - $2,470,517.00 per annum	Western Child and Adolescent Hospital	Under the general supervision of the Nurse Anesthetist, the incumbent is responsible for preparing and setting up equipment/machines used in the various operating theatres. The incumbent is also assist in the intubation process, as well as movement/positioning of the patient as required for the surgical procedure	• 5 CXC subject including English Language & a Science subject • Successful completion of the Anesthetic Technician training programme