

Black River Hospital

Compassion | Accountability | Respect | Efficiency

45 High Street, Black River P.O, St. Elizabeth, Jamaica WI

Tel: (876) 965-2212 / 634-3699 / 634-1893

Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position at the **BLACK RIVER HOSPITAL**:

CHIEF ORDERLY (HSC/HS3)

BLACK RIVER HOSPITAL

(Salary range \$1,332,574 - \$1,584,011 per annum and any allowance(s) attached to the post.)

Job Summary:

Under the general supervision of the Operations Manager, the successful candidate will be responsible for supervising the work activities of the Portering Department, to ensure safety and protection of clients, clean environment and adequate service delivery

Qualifications and Experience:

- School Leaving Certificate (Secondary Education) with on the job training in Housekeeping, Portering and Janitorial Systems
- Certificate in Supervisory Management would be an asset
- English Language in GCE O'Level/CXC at the General Proficiency level would be an asset
- At least one (1) year experience in a supervisory position

Required Knowledge, Skills & Competencies

Core:

- Excellent time management and organizing skills
- Good oral and written communication skills
- Good problem-solving skills
- Ability to work in a team
- Ability to follow instructions and procedures well
- Good work attitude
- Detail oriented
- Ability to work under pressure to meet deadlines
- Ability to work on own initiative with minimal supervision
- Good human relation skills

Technical:

- Knowledge of the Infection Control Policies and Procedures
- Knowledge of the Health and Safety Practices

Key responsibilities will include:

- Supervising and monitoring work activities of all Attendants to ensure patients/clients are lifted/transported from one area to another in a safe manner
- Planning and preparing daily and fortnightly work schedule for regular Attendants to ensure adequate service for all areas of the hospital
- Ensuring proper use and safety of equipment to be utilized for the execution of duties
- Maintaining the compound in a clean, orderly and pleasant environment.
- Inspecting hospital premises to ensure trash and garbage disposal meet safety, health and sanitation regulations
- Reporting any problems that may affect the smooth flow of work
- Assisting with the morgue (cleans, delivers and receives bodies)

*Applications along with resume should be sent no later than **January 28, 2026** to:*

The Assistant Human Resource Officer

Black River Hospital

45 High Street, Black River, St. Elizabeth

FAX (876) 965-9294

E-Mail - brhjobs00@gmail.com

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.