



# Southern Regional Health Authority

## Clarendon Health Department

**Compassion | Accountability | Respect | Efficiency**

3-4 Georges Street, Denbigh, Clarendon, Jamaica WI

Tel: (876)986-4548/ (876) 828-1894

Website: [www.srha.gov.jm](http://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 **CLARENDON HEALTH SERVICES**:

### **PART-TIME CLINIC ATTENDANT-FEMALE (HSC/HS 1)**

AENON TOWN HEALTH CENTRE- 1 POSITION

LEICESTERFIELD HEALTH CENTRE- 1 POSITION

(Salary range \$ 990, 843 - \$1,177,801 per annum and any allowance(s) attached to the post)

#### **Job Summary:**

Under the direct supervision of the Public Health Nurse/Specialist Nurse/Staff Nurse the incumbent is primarily responsible for maintaining the cleanliness of the Health Centre.

#### **Qualification and Experience:**

- Completion of Primary Education
- At least 2 CSEC subjects would be a definite asset
- HEART Certification in Housekeeping/Public Area Hygiene Attendant would be an asset
- Minimum of 1 year experience in a similar capacity

#### **Specific Knowledge/Skills Required:**

- Infection Control Policies and Procedures and Housekeeping Procedures
- Patience and tolerance
- Ability to communicate effectively both in written and oral format
- Ability to respect patient confidentiality

#### **Key Responsibilities:**

- Sweeping, polishing and wiping of all floor spaces. Maintaining such in an acceptable condition during the day.
- Tidy the office on a daily basis including telephones (clean and dust).
- Polishing all furniture at least once per month or more, if necessary.
- Cobwebbing all rooms, verandahs and open spaces.
- Cleaning and maintaining of bathrooms during clinic hours, ensuring that there is no overflow of waste on the floor or from the bins.
- Cleaning windows which can be conveniently reached from the floor.
- Cleaning shelves and cupboards once per month or as often as required.
- Reporting any problems that may affect the smooth flow of work.
- Assisting with the ushering of patients and maintaining order in the waiting areas.

Applications along with resume should be sent no later than **Wednesday, September 24, 2025** via email to:

Senior Human Resource Officer  
Clarendon Health Department  
3-4 Georges Street  
Denbigh, Clarendon  
E-Mail: [chdhrjobs@gmail.com](mailto:chdhrjobs@gmail.com)

**\*\*PLEASE INDICATE IN THE 'SUBJECT LINE' THE NAME OF THE POSITION TO WHICH YOU ARE APPLYING\*\***

**NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED**