

Compassion | Accountability | Respect | Efficiency

3 Brumalia Road, Mandeville, Manchester, Jamaica WI

Tel: (876) 625-0612-3 / 962-9491 / 962-8232

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 **Mandeville Regional Hospital**:

MANAGER, PHYSIOTHERAPY SERVICES (HPC/PT 4) - **Vacant**

(Salary range \$5,055,684 - \$6,009,620) per annum and any allowance (s) attached to the post)

Job Summary

Under the direct supervision of the Senior Medical Officer and Regional Physiotherapist functionally, the Manager, Physiotherapy Services will be responsible to oversee the day-to-day management of the physiotherapy services in the hospital and to develop and implement programmes for the expansion of physiotherapy services in the hospital and primary care.

Qualifications and Experience:

- Bachelor of Science in Physical Therapy or Diploma in Physical Therapy
- Certification in area of specialization in Physiotherapy
- Diploma in Administrative Management/Supervisory Management/Public Administration/Health Administration
- Minimum five (5) years as a Physiotherapist with at least two (2) years in a supervisory role
- Licensed with the Council of Professions Supplementary to Medicine (CPSM)

Specific Knowledge and Required Skills:

- Good oral and written communication skills
- Excellent managing internal & external relationships skills
- Excellent planning and organizing skills
- Excellent problem solving and decision-Making skills
- Excellent people management skills
- Excellent customer focus & quality focus skills
- Excellent integrity/ethics
- Excellent knowledge of emotional intelligence
- Excellent teamwork & cooperation

Technical

- Sound specialist knowledge
- Sound diagnostic and analytical skills
- Excellent knowledge of physiotherapy methodology and techniques
- Excellent knowledge of management practices and principles
- Knowledge of Health Policies
- Knowledge of current trends and development in the field of Physiotherapy.
- Knowledge of new trends and development in the field of Physiotherapy.
- Knowledge of the Data Protection Act
- Proficient in the use of relevant computer applications Good supervisory skill

Key Responsibilities will include:

ADMINISTRATIVE

- Plans and administers the Physiotherapy programme within the hospital.
- Implements operational plans for the department.
- Prepares the department's annual budget.
- Manages and maintains the physiotherapy related operations within the facility.
- Monitors and ensures maintenance of physical infrastructure and equipment.
- Attends meetings and other fora as required.
- Collates statistical data for reports, presentations and justification for staffing, programmes, services and equipment.
- Ensures communication of the facility's needs for procurement.
- Leads the annual inventory or stock taking exercises.

TECHNICAL

- Examines, plans, administers and advances treatment programmes for patients referred for rehabilitation care.
- Supervises Physiotherapists, Physiotherapy Interns, Physiotherapy Students, clerical and support staff.
- Implements quality assurance procedures; ensures adherence to quality assurance and safety standards for physiotherapy services.
- Conducts ward rounds as required.
- Conducts training of students, interns and staff.
- Supervises design and planning of programmes and schedules (patient education, staff welfare, in service and general staff education).
- Develops and maintains protocol and supervisory control for the student Physiotherapy Clinical Programme of the department in conjunction with the School of Physical Therapy.
- Participates in presentations and educational/training sessions on physiotherapy related activities.
- Keeps up to date with current trends/advancements in the physiotherapy profession.
- Develops and assists group interventions outside their primary facilities.

SUPERVISORY

- Monitors adherence to human resources policies and procedures of physiotherapist staff (attendance, punctuality, dress code and deportment).
- Prepares work schedule for physiotherapists.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, mentoring and coaching.
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned.
- Conducts performance appraisals and recommends training and other development programmes for direct reports.
- Initiates disciplinary procedures as required.
- Develops and maintains orientation programme for staff ensuring that they are properly inducted in the organisation.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to work beyond normal working hours and on week-ends as necessary
- Required to do extensive walking and standing

Applications along with resume should be sent **no later than February 20, 2026** to:

Senior Human Resource Officer
 Mandeville Regional Hospital
 32 Hargreaves Avenue
 Mandeville P.O., Manchester
FAX (876) 625-8493
E-Mail - jobsmrh@gmail.com

****IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL****

PLEASE INDICATE IN THE 'SUBJECT LINE' OF YOUR EMAIL THE NAME OF THE POSITION FOR WHICH YOU ARE APPLYING**

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED