



SIR JOHN GOLDING REHABILITATION CENTRE

INTERNAL ADVERTISEMENT

The Sir John Golding Rehabilitation Centre, a hospital under the Liguanea Region - South East Regional Health Authority (SERHA) - invites applications from suitably qualified individuals to fill the position of:

Chief Orderly (HSC/HS 3)

Reporting to the Hospital Administrator, the Chief Orderly will be responsible for the supervision of Hospital Attendants assigned to various units within the hospital. The incumbent will also be expected to:

CORE FUNCTIONS:

- Provide direct supervision to Hospital Attendants and Gardeners to ensure assigned duties are performed.
- Prepares duty roster for Hospital Attendants and register staff daily.
- Monitors the attendance register to ensure compliance.
- Prepares and submit claims for Hospital Attendants.
- Establishing good inter-personal relationship with co-workers and all other members of staff.
- Ensuring the maintenance of a clean, sanitary, safe environment for patients and staff.

QUALIFICATIONS AND EXPERIENCE

- Secondary School Graduate
- Certificate in Supervisory Management

Plus

- At least two (2) years working experience

Or

- Any equivalent combination of education and experience

REQUIRED SKILLS AND SPECIALIZED KNOWLEDGE:

- Ability to communicate effectively both orally and in writing
- High level of integrity and professionalism
- Sound knowledge of the Government's Health Policies

Deadline for all applications is **FRIDAY, May 26, 2023.**

Interested persons are asked to submit their applications with resumes to:

**Human Resource Manager
National Chest Hospital
36 ½ Barbican Road
Kingston 6**

Or

Email: nchhrdept@gmail.com

We thank all applicants for their expressions of interest, however, only those short-listed will be contacted.