



**CIRCULAR NO. 15/2020**  
**File No. 310/04** <sup>III</sup>

28<sup>th</sup> July, 2020

**Chief Executive Officers**

**Sir/Madam**

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill posts of **Administrator (GMG/AM 3) (vacant)**, salary range \$1,181,789 – 1,404,775 per annum and any allowance(s) attached to the post for the undermentioned Corporations:

1. **St. Ann Municipal Corporation** (1 post)
2. **St. Mary Municipal Corporation** (1 post)
3. **St. Thomas Municipal Corporation** (1 post)
4. **St. Elizabeth Municipal Corporation** (1 post)
5. **Trelawny Municipal Corporation** (1 post)
6. **Hanover Municipal Corporation** (1 post)

***Job Purpose***

Reporting to the Inspector of Poor, the Administrator is required to carry out the administrative tasks for the Drop in Centre for Homeless Persons, ensuring that the records for use are properly documented, that the building and compound are fully maintained and organizing the activities of the Drop in Centre including the meals, mental health visits, Doctors appointment, rehabilitation activities and hygiene care for the users.

***Job Responsibilities***

***Management/Administrative Responsibilities:***

- Accepting and creating a docket with all relevant information including intake paperwork, for all homeless persons using the Drop in Centre
- Documenting all activities of the Drop in Centre and creating monthly reports from same
- Orientating the user/homeless persons to the facility including the rules, regulations and sanctions for breaches
- Enforcing rules and regulations of the Drop in Centre and follows staff policies and procedures set by the Municipal Corporation
- Ensuring the provision of meals, clothing and hygienic care for homeless persons
- Providing appropriate information and referrals for those who need other resources
- Ensuring the mental health team is accommodated at the Drop in Centre
- Ensuring the purchasing of prescriptions for homeless Drop in Centre users
- Monitoring the activities of users/homeless persons to ensure the safety of the other users, volunteers and staff
- Compiling supplies list for purchasing of goods for use in facility
- Preventing use and entry of banned/prohibitive substances
- Providing consistent coverage for assigned shifts for overnighing homeless persons
- Monitoring and supervising the Drop in Centre, assisting users of the Drop in Centre with needs and questions and maintains order at the centre
- Providing written and oral communication of incidents

- Attending staff meetings and participating in activities designated by the Inspector of Poor such as workshops of Professional Development exercises
- Scheduling rehabilitation activities for the users
- Bringing a positive light and awareness of the services of the Drop in Centre
- Informing the Inspector of Poor of all things affecting the security, order and interest of the Drop in Centre and generally obey all lawful directions of the Inspector of Poor.

### ***Key Outputs***

- Users of facility received and documented
- Records properly entered and updated
- Facilities are in good working order
- Ensuring that the building and compound are maintained and kept in a clean manner
- Users receive the services they attend the facility for
- Working with the mental health team, schedule their monthly visits for treatment and assessment
- Working with the Churches and other providers and volunteers, schedule their feeding or rehabilitation programme
- Organizing rehabilitation activities for users
- Ensuring users have access to the building (facilities) by the stipulated opening hours
- Providing monthly reports to the Inspector of Poor
- Updating the Inspector of Poor periodically on achievements and challenges
- Ensuring adequate supplies of food, clothing, bedding, laundry products and cleaning agents
- Assuming responsibility as Shelter Manager in time of hurricane/storm

### ***Other***

- Performing any other duties that may be assigned

### ***Performance Standards***

- Well organized record keeping system
- All users of the Drop in Centre are properly documented and accounted for
- Inspector of Poor assisted in structuring the homeless programme
- Inspector of Poor informed of all matters affecting the functioning and order of the Drop in Centre
- High level of organization and planning to coordinate churches and volunteers in providing their service to the Drop in Centre
- Users/homeless persons stabilized through mental health intervention
- The wider community is aware of the Drop in Centre and the services it offers
- Timely reporting of all incidents
- High level of order is preserved
- Homeless persons rehabilitated and reintegrated with society
- Effectively functioning Drop in Centre meeting its objectives

### ***Required Competencies***

- Knowledge of administrative duties
- Basic knowledge of Mental Health issues
- Organizational skills
- Reporting writing skills
- Excellent interpersonal skills
- High level tolerance for personality traits
- High level of confidentiality
- Demonstrate honesty and integrity
- Knowledge of emergency evacuation procedures

***Special conditions associated with the job***

- Ability to multitask
- Interacting with mentally ill clients
- Exposure to unfamiliar odours

***Minimum required Qualification and Experience***

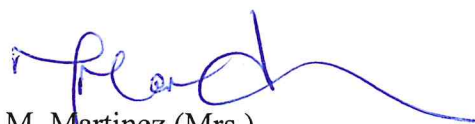
- Diploma in Social Services/Patient Care
- Secretarial/Administrator training
- At least 5 years' working experience

Applications accompanied by resumes should be submitted **no later than 21<sup>st</sup> August, 2020 to:**

**Secretary  
Local Government Services Commission  
Office of the Services Commissions  
Ministry of Finance and the Public Service Complex  
2<sup>nd</sup> Floor, G Block  
30 National Heroes Circle  
Kingston 4**

**Please note that only short-listed applicants will be contacted.**

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Municipal Corporation and brought to the attention of all eligible officers.**



M. Martinez (Mrs.)  
Secretary  
Local Government Services  
for Chief Personnel Officer

Chief Executive Officer:  
KSAMC, Portmore, St. Thomas, Portland, St. Mary, St. Ann, Trelawny, St. James, Hanover,  
Westmoreland, St. Elizabeth, Manchester, Clarendon, St. Catherine

