



CIRCULAR NO. 14/2020
File No. 310/04 IV

3rd July, 2020

Chief Executive Officers

Sir/Madam

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the undermentioned vacant posts in the **St. Catherine Municipal Corporation**:

- 1. Poor Relief Officer 1 (SWG/SSA 2)**, salary range \$836,323-994,125 per annum and any allowance (s) attached to the post.
- 2. Matron, (IAC/IA 2)**, salary range \$ 1,397,612-1,661,321 per annum and any allowance (s) attached to the post.

1. Poor Relief Officer 1 (SWG/SSA 2)

Job Purpose: -

Under the general direction of the Inspector of Poor, Board of Supervision and in accordance with the Poor Relief Laws and Rules of the Board of Supervision, the Poor Relief Officer 1 has the responsibility to provide care for the destitute and to administer Poor Relief in accordance with the Poor Relief Act.

Key Outputs: -

- Cash book prepared
- Reports prepared
- Clients Visited
- Infirmary Visited

Key Responsibilities: -

- Distributing benefit in the division by;
 - Operation an imprest for;
 - Monthly allowances
 - Burial of registered poor persons of destitute persons
 - Repairs to houses and latrines of persons
 - Other general services
- Providing immediate relief to applicant where necessary
- Visiting each applicant at His/her place of residence to verify information provided by applicant
- Ensuring that each applicant under sixty (60) years of age has his/her stated physical/mental disability certified by a Medical Officer
- Processing applications for presentation to the Poor Relief Committee

- Arranging the admissions of Registered Poor persons to Infirmaries or Health Institutions as recommended by Medical Officers
- Preparing Pay Roll
- Purchasing and issuing clothing to Registered and temporary poor persons and indigent children where necessary
- Distributing PATH to non-institutionalized registered poor persons and other qualified recipients
- Investigating applicants for indigent Housing and Rehabilitation grants under the Local Development and Central Emergency Relief Programmes
- Assisting in securing accommodation for Registered Poor
- Supervising the construction of Indigent Houses
- Assisting in the development of Rehabilitation Projects
- Assisting destitute discharged prisoners with accommodation and/or clothing bed and bedding
- Visiting Registered Poor at least twice per year and making adjustments where circumstances have changed
- Conducting investigations relating to destitute repatriates requested by the Ministry of Foreign Affairs and Foreign Trade
- Keeping Cash Books, Accounts Ledger, and supporting records relating to disbursement of funds
- Ensuring the storage of belongings (furniture, tools etc) of Registered Poor who are placed in Infirmaries or Health Institutions
- Assisting with the medical care and education of children of registered poor persons, destitute children and orphans
- Reporting breaches of the guiding Laws of Poor Relief by any person who is legally liable to support a relative and by negligence causes the relative to become a liability of the state
- Visiting the children regularly to assess their condition and progress
- Assisting in providing jobs for school leavers
- Oversee already vested properties by;
 - Keeping consistent checks on vested properties and recording any illegal occupation of such properties and making recommendations on irregularities to the Inspector of Poor
 - Making recommendations to Inspector of Poor through Deputy Inspector of Poor to have such properties sold on behalf of the Corporation
- Act as Chief Indigent Housing Officer of the Parish by;

- Supervising reports, construction and upkeep of Registered Poor houses and latrines
 - Visiting and investigating clients for housing construction and repair grants under the Indigent Housing Programme
 - Seeing to correct amount of materials ordered and delivered from hardware stores for construction and repairs
 - Inspecting and reporting completion of jobs to Inspector of Poor in order for final inspection to be done by Inspector of Poor and the Area Officer, Board of Supervision
- Acting as Liaison Officer with other Ministries or Departments to facilitate optimum services and assistance through the Ministry of Local Government and Community Development with respect to construction and repairs of Indigent Housing, Public Health Department with respect to proper site and construction of Registered Poor toilets
 - Interviewing and reporting on all applicants seeking assistance
 - Recording relevant data and information about each applicant
 - Conducting monthly payments, balance records and prepares financial statements for reimbursements
 - Conducting domiciliary visits to all registered poor at least twice annually
 - Preparing monthly reports on all areas of operation
 - Ensuring that all dependants of registered poor are provided with proper education in cooperation with the children's officer
 - Maintaining data and records in proper order
 - Ensuring that all clients are cared for totally through counselling, liaising with other relevant agencies and departments
 - Assisting in identifying and inspecting shelters
 - Investigating victims in and out of shelters and see to their rehabilitation
 - Referring unqualified applicants to the relevant organization or department.
 - Performing any other duties assigned by the Inspector of Poor

REQUIRED COMPETENCIES

- Good Oral and written communication skills
- Tact and ability to get along with others
- Excellent interpersonal skills

- Good negotiation skills

Qualifications and Experience: -

- A minimum of Four (4) CXC/GCE subjects inclusive of English Language and a numeric subject;
- A minimum two (2) years' relevant experience
- Board of Supervision Diploma in Human Services is a requirement for appointment

2. Matron, (IAC/IA 2),

Job Purpose: -

Under the general direction of the Inspector of Poor of the Corporation, the incumbent is responsible for directing, monitoring and controlling the operations of the Infirmary.

The Matron of the Infirmary operates within Legislation such as the Financial Administration and Audit Act, the Poor Relief Act and the Rules and Regulations of the Board of Supervision.

Summary of Duties: -

- Performing the duties as General Manager of the Infirmary;
- Ensuring that general nursing care is given to residents;
- Enabling physical, mental and social well-being of residents;
- Operating an Imprest and accounting for funds expended;
- Ensuring adequate custody and authorized use of food, clothing, bedding and other household items;
- Ensuring protection of staff and residents.

Key Responsibilities: -

- Assisting in controlling the quality of work delegated to sub-staff
- Assisting in keeping of books and records pertaining to the complete running of the institution
- Assisting with in-service training of staff
- Assisting with custody of stocks to ensure its authorized usage
- Assisting with security of staff and Residents on compound
- Assisting the inspector of Poor in general maintenance and supervision of the Infirmary by:
 - Assisting in interviewing and selecting functionally literate employees for the infirmary
 - Assisting in admitting Residents
 - Assisting in the evaluation of staff performance and recommendation for appointment

- Assisting in interpreting and implementing Government Regulations governing conditions of service such as sick leave, departmental and vacation leave
- Approving and recommending leave for staff
- Conducting staff meetings
- Assisting in preparing monthly, quarterly and yearly reports for presentation to Corporation and Board of Supervision
- Attending Poor Relief Committee meetings
- Reporting problems/disputes of staff and residents
- Assisting in keeping of Books and Records pertaining to the complete running of the institution by;
 - Ensuring the safe keeping of all records
 - Making entries in relevant legal records and other document such as Daily Diet Book, Cash Book, Register of Inmates, Admission and Discharge, Death, Stock-Books (Clothing and Provisional)
- Ensuring optimum health of Residents by;
 - Doing ward rounds with special intent of assessing physical, psychological and emotional conditions of each inmate
 - Reporting to the Medical Officer any ill residents and referring these with appointments to the specific clinic or hospital
 - Having prescriptions filled and hospital appointment maintained
 - Serving medications and giving injections as ordered by the Medical Officer
 - Reviewing the daily diet form the Inspector of Poor in accordance with the diet roll and the Daily Diet Scale
 - Ensuring that the food of the inmates is properly cooked and served and that each individual is supplied with a diet in accordance with the rules
 - Ensuring that those residents who by illness or disability are unable to collect their diet, provision is made for them to be fed
 - Administering as far as possible with her own hands to each Residents stimulant of other medical comforts prescribed for such person by the Medical Officer
 - Reporting forthwith to the Inspector of Poor any disease requiring isolation and take all necessary precaution to prevent cross-infection pending the directive of the Medical Officer

- Carrying out unscheduled visits at nights to all the wards to ascertain that the workers are on duty and that the residents are present and being properly cared for
- Supervising and assisting in the dressing of wounds
 - Ensure that all capable residents are provided with occupational therapy e.g. making of crafts assist in washing of dishes, packing of litter
 - Keeping an inventory of all linen, clothing, bedding, blankets, sheets and other articles confided to her care
 - Making requisition to the Inspector of Poor for replenishment of clothing etc
 - Making distribution of article kept in her inventory and to check ward inventories to verify usage and balance
 - Ensuring that each inmate has clean linen and that all beds be kept in a clean and wholesome state
 - Taking charge of the clothes of each person on admission, have them marked and entries made in Residents property book along with other articles he/she may possess
- Assisting in identifying behavioural abnormalities (staff members) and initiate or recommend disciplinary actions when necessary by;
 - Utilizing staff regulations and rules and regulations governing Almshouse Management to determine such deviant behaviour and take appropriate action
- Assist in controlling the quantity and quality of work delegated to sub-staff by;
 - Issuing list of duties to staff members
 - Assigning particular function to staff members according to established categories of work
 - Monitoring the staff and observing output, standard and consistency of work
 - Appraising work output, and making recommendations for reward and initiating corrective actions where necessary
- Assisting with custody of stock and to ensure its authorized usage by;
 - Ensuring that storerooms are kept locked and keys are in safe custody
 - Ensuring that food provisions are kept on skids above the floor and away from walls and water containment
 - Minimizing or eliminating wastage by utilizing the revolving stock method

- Making issues from stock such as food, clothing, bedding etc
- Making entries stock-books of goods; received and issued
- Ensuring proper storage of toxic agents such as drugs, and cleansing agents so as to avoid abuse and or accidental usage
- Assisting with security of staff and Residents on the compound by;
 - Ensuring that proper security is in place by monitoring the duties of the security
 - Assisting in controlling disputes internal and external which may have a negative impact on the institution by conducting human relation sessions with staff
 - Quelling disputes between residents
 - Fostering good relationships between Community and Institution
- Assisting with in-service training of staff by;
 - Identifying training needs of workers
 - Seeking assistance from Board of Supervision in planning and implementing training programmes to satisfy such needs
 - Identifying workers who are suitable advanced training and marking recommendations, for the pursuit of such training
- Assuming the role of Inspector of Poor during her absence by;
 - Carrying out all the functions of Inspector of Poor during his/her absence or disability
 - Performing any other duties which may be assigned from time to time

▪ **REQUIRED COMPETENCIES**

Core:

- Good written and oral communication skills
- Honesty, integrity and confidentiality
- Detailed oriented
- Excellent nursing skills
- Caring aptitude for work amongst the social deprived

Technical:

- Knowledge of the relevant Poor Relief Act.
- Knowledge of the management of Infirmarys

- Adequate understanding of human resources administration of Poor Relief Services
- Understanding of the Staff Orders and other relevant laws which governs the Corporation and the Public Service

Required Qualification and Experience: -

- Registered (General) Nurse
- Two (2) years' experience at the Administrative level
- A minimum of three (3) years' Nursing experience

And

- Possession of the Board of Supervision's Diploma in Human Services
(Required for appointment)
- Current Registration with the Nursing Council of Jamaica

Applications should be submitted no later than the **31st July, 2020** to:

**Secretary
Local Government Services
Ministry of Finance and Planning Complex
2nd Floor, "G" Block
30 National Heroes Circle
Kingston 4**

Only shortlisted candidates will be contacted for interviews.

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