



OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR NO. 8/2022
File No. 310/04 IV

25th March, 2022

Chief Executive Officers

Sir/Madam

Chief Executive Officers are asked to invite applications from suitably qualified persons the vacant post Assistant Matron, (HPC/RN 4) at the Hanover and Trelawny Municipal Corporations, salary range: **\$1,944,796-2,311,751** a year and any allowance(s) attached to the post.

Job Purpose: -

Under the general direction of the Matron, and in accordance with the Poor Relief Laws, Rules and Regulations of the Board of Supervision, the Assistant Matron is responsible for assisting the Matron with the operation of the Infirmary, including Nursing Services; ensuring the residents physical, mental and social wellbeing:

Key Responsibilities: -

- Exercise direct supervision of the work done by Patient Care Assistants, Nurse Aides, Cleaners and Cooks by:
 - Monitoring the tasks planned and organized by the Matron to ensure that the method and punctuality are maintained;
 - Instructing staff on their respective duties;
 - Give guidance to those who do not fully grasps/understand such instructions;
 - Advising on training when necessary;
 - Monitoring utilization of time by staff supervised;
 - Assumes the duties of Matron, during her absence.

Exercise direct supervision of Nursing Care by:

- Monitoring to ensure that residents are bathed, clothed, given oral hygiene, fed, medicated, hair, nails and general grooming and emotional comfort enhanced
- Observing any sudden illness or contagious disease and report findings to Matron
- Conducting dressing of wounds and serving of medications

Assist in the administrative duties by:

- Preparing monthly, quarterly, annual, incident, and other reports that are mandatory and reports that may be required from time to time for submission to the relevant authorities
- Preparing the operational and strategic plan of the facility

Implementing Occupational Therapy by:

- Working with the Physiotherapist to identify the most appropriate activities for each resident
- Planning and organizing with staff members ways of getting the residents involved

Assist in maintaining general hygiene of residents and environment eg: Wards, Kitchen, stores, laundry, and compound by:

- Making issues of disinfectant, floor polish, mouth wash, and other agents for cleaning inmates, wards and surroundings
- Assigning tasks to workers
- Monitoring to ensure work is done consistently and efficiently

Assist in maintaining discipline of residents and staff supervised by:

- Ensuring each worker and resident is usefully occupied, to the extent of their abilities
- Checking attendance record to ensure punctuality and to report on anomalies
- Observing any misdemeanor done by residents or staff supervised, advice on corrective measures and report to Matron

Assist in ensuring safety on wards and environment by:

- Reporting and effecting the removal of all broken utensils, furniture and any such devices that may injure residents or workers
- Reporting any defects in building or fencing which may cause structural weakness
- Keeping floors dry and reporting depressions in yard which may become source for stagnant water that they may be filled

Responsible for daily issue of diet and supplies by:

- Computing and distributing to workers the daily supplies, eg. Cooking oil
- Monitoring to ensure that issues are appropriately used, and wastage eliminated

Assist in In-service training exercise by:

- Demonstrating of procedures on wards, in kitchen and laundry area when necessary

Other Responsibilities

- Other such duties and responsibilities as may be determined from time to time
- To assume duties of the Matron in her absence

Key Competencies: -

- Excellent oral and written communication skills;
- Excellent interpersonal skills
- Excellent customer relation skills
- Excellent integrity/ethics exercised in the performance of duties
- Proficiency in basic computer applications such as word processing, spreadsheet etc.

Required Qualification and Experience: -

- BSc in Nursing from a recognized tertiary institution
- Registration with Nursing Council of Jamaica
- At least three (3) years of clinical practice
- Possession of the relevant Certificate/Diploma from the Board of Supervision would be an asset. However. the Diploma is a requirement for appointment

Conditions Associated with the Job:

- Long working hours;
- High level of stress

Applications submitted no later than the **14th April, 2022** 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

c: Permanent Secretary
Ministry of Local Government and Rural Development