



Office of the Services Commissions

LOCAL GOVERNMENT SERVICES COMMISSION

Ministry of Finance and the Public Service Building

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OSC Ref. 310/04^{IV}

8th October, 2024

CIRCULAR No. 24/2024

Applications are invited from suitably qualified Officers to fill the vacant post of **Assistant Matron (HPC/RN 4)** salary range \$5,863,044 - \$6,969,317 per annum and any allowance(s) attached to the post in the **Portland Municipal Corporation**:

Applications are to be submitted no later than 25th October, 2024 to:

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

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

M. Martinez (Mrs.)

Secretary

Local Government Services
for Chief Personnel Officer

PORTLAND MUNICIPAL CORPORATION
JOB OPENING – ASSISTANT MATRON (HPC/RN 4)

September 19, 2024

Applications are invited from suitable qualified person to fill the post of Assistant Matron (HPC/RN 4) (Vacant) at the Portland Municipal Corporation, salary range \$5,863,044 - \$6,969,317 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 the supervision of staff and nursing care of residents of the Infirmary:

Key Responsibilities:-

- Supervises Patient Care Assistants, Nurse Aides, Cleaners and Cooks;
- Assists with the supervision of nursing care of residents;
- Ensures provision of occupational therapy for residents; Assists with Record keeping;
- Assists in maintaining discipline of Staff and residents;
- issues daily diet and supplies;
- Assumes the duties of Matron, during her absence.
- Nursing care of the residents.
- Any other duty(ies) that may be assigned by the Matron or any other senior officer vested with his/her administrative authority from time to time.

(A) Nursing Care

Ensuring that the required nursing care is given to the residents by:-

- Monitoring of medications.
- Monitoring of general hygiene of residents.
- Monitoring the proper preparation and serving of a balanced diet.
- Accompanying the Medical Officer on rounds.
- Referring sick residents to the Medical Officer or Hospital or Clinic.
- Supervising the dressing of wounds
- Ensuring Medical and Dental service
- Providing adequate stock of drugs
- Ensuring the safety of drugs, poison and medical instruments and supplies and their proper storage.
- Ensuring that sanitation is kept at a satisfactory standard.

(B) Staff Matters

Ensuring adequate custody and authorized use of food, clothing, bedding and other household items by:-

- Providing secure and appropriate facilities for storage.
- Instituting and maintaining a system of record keeping of items in stock and authorized issue.
- Ensuring the Protection of staff and inmates

(C) Liaison:

Externally:-

- Board of Supervision Food for the Poor
- Friends at the infirmary
- Non-Governmental Organizations
- Volunteers

Internally:-

- Chief Executive Officer
- Inspector of Poor
- Director of Finance
- Internal Auditor
- Superintendent
- Director of Administration
- Councillors

Required Qualification and Experience:-

- Registered (General) Nurse or Registered Midwife or State Enrolled Nurses (UK) or Enrolled Assistant Nurse (Jamaica)
- Or**
- Such other nursing qualifications recognized by the nursing Council of Jamaica for registration and employment in Hospital or similar Institutions
 - Aptitude for working among the socially deprived;
 - A minimum of three (3) years' experience.

Applications accompanied by resumes should be submitted to:

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