



OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600-15
FAX: 876-932-5980 / 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR NO. 25/2024
FILE NO. 310/04^{III}

17th October, 2024

Applications are invited from suitably qualified persons to fill the vacant post of **Matron (HPC/RN 5)** in the **St. Mary Municipal Corporation**, salary scale \$6,799,334 – 8,082,271 per annum, in addition to the appropriate allowance(s).

Please see attached the relevant job posting.

Applications are to be submitted no later than 1st November, 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 shortlisted applicants will be contacted.

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



MINISTRY OF LOCAL GOVERNMENT & COMMUNITY DEVELOPEMENT
LOCAL AUTHORITY
JOB DESCRIPTION AND SPECIFICATION

| | |
|--------------------|--|
| JOB TITLE: | Matron |
| JOB GRADE: | HPC/RN 5 |
| POST NUMBER | |
| BRANCH: | Poor Relief Branch |
| SECTION: | Infirmery |
| REPORTS TO: | Chief Executive Officer |
| MANAGES: | <div>Directly: Assistant Matron Administrative Assistant Head Cook/Kitchen Supervisor Head Laundress Groundsman Sanitation Attendant</div> <div>Indirectly: Nurse Aide Patient Care Assistant Psychiatric Nursing Aide Porter Laundress Cook Kitchen Attendant</div> |

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division
Created/revised

Date

1. STRATEGIC OBJECTIVES OF THE BRANCH (*in which the position is located*):

To provide social assistance and support to eligible community members as stipulated by the Poor Relief Act. The Poor Relief Branch – Infirmary focuses on delivering high-quality, comprehensive residential care to eligible community members who need institutional support, ensuring effective and compassionate care to improve the physical, mental, and social well-being of residents in a safe environment.

2. JOB PURPOSE

Under the direct supervision of the Chief Executive Officer, the Matron manages the day-to-day operations of the infirmary. This includes overseeing nursing services, patient care, and auxiliary services, ensuring the health, safety, and well-being of residents. The Matron develops health care programs, supervises staff, maintains records, and ensures compliance with health care standards, financial practices, and regulatory requirements.

3. KEY OUTPUTS

- Health care programs developed and implemented.
- High standards of nursing and patient care administered, monitored and audited.
- Accurate medical records updated and preserved.
- Medication audits and patient care audits conducted.
- Timely and accurate reports produced.
- Budget and financial records prepared and maintained.
- Inventory and supplies managed effectively.
- Staff work plans and performance appraisals completed.

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Leads the development and implementation of health care programs that enhance the quality of care and living for residents.
- Monitors patient care through regular ward rounds, medication administration, blood pressure checks, and general health assessments.
- Participates in direct patient care as necessary and ensures staff adherence to clinical standards.
- Implements new methodologies to improve the institution's health care services and monitors program effectiveness.
- Networks with other nursing professionals, stays current on advances in nursing practices, and introduces new techniques and equipment to enhance service delivery.
- Ensures the management of all records and documentation, including admissions, discharges, death records, and health records, aligning with regulatory and operational policies.
- Conducts and reviews monthly medication audits and other inspection reports, implementing corrective actions as needed.

- Maintains accountability through adherence to standard operating procedures as outlined by the Nursing Council and Board of Supervision.
- Conducts patient-safety rounds to ensure proper hygiene practices and identifies any threats to patient well-being.
- Oversees proper waste disposal systems, including medical waste, ensuring safe handling of sharp containers and other hazardous materials.
- Manages financial documentation, prepares expenditure reports for audit purposes, and maintains the Vote Control Ledger.
- Reviews and approves invoices for purchasing supplies and manages the institution's budget, including payroll submissions.
- Maintains inventory records and ensures accurate tracking of donations and volunteer services.
- Leads the implementation of the infirmary's mission, policies, and annual work plan and budget, adjusting as needed to achieve objectives.
- Manages daily operations, including client admissions, finance, records, and staff well-being, while maintaining cognizance of infrastructure needs and coordinating repairs.
- Ensures that meals are prepared in alignment with residents' health requirements and that family involvement is encouraged in care planning.
- Collaborates with external service providers to ensure residents receive appropriate care, acting as liaison with institutions and organizations to maintain compliance with service agreements.
- Represents the Local Authority at various meetings and committees, providing updates, reports, and advocating for the needs of the institution.
- Ensures that clinical standards and operational guidelines are maintained in line with institutional policies.
- Conducts regular reviews of the infirmary's operational procedures to sustain best practices, maintain service quality, and uphold Nursing Council standards.
- Oversees burial procedures, ensuring compliance with institutional and regulatory standards.

Human Resources Responsibilities

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching
- Promotes a harmonious employee relations climate in the institution and wider division;
- Guides the provision of training and development for nurses; ensuring that a skilled work force is in place;
- Ensures that staff is adequately informed of new developments relating to their terms and conditions of engagement;
- Ensures compliance with professional expectation as defined by the institution's values, policies and professional standards;
- Complies with the biennial requirement of the Nursing Council of Jamaica in order to maintain current licenses;
- Assists in on-the-job education exercises of nurses and other staff
- Initiates and assists (as is required) in the disciplinary process for staff
- Monitors and evaluates the performance of staff, conduct and review performance appraisals and recommend and/or take corrective action which will result in the realization of established personal/organizational goals;

- Participates in the recruitment of staff for the institution and recommends the transfer, promotion, termination and leave in accordance with established policies and procedures;
- Leads the development and implementation of a succession planning programme for the institution to facilitate continuity and availability of required skills and competencies

Other Responsibilities

- Performs all other related duties and functions as may be required from time to time.

5. PERFORMANCE STANDARDS

- Health care programmes developed and administered according to established standards and on time;
- Nursing/patient care administered according to regulations and standards;
- Nursing/patient care monitored and audited at the agreed time and according to agreed best practice;
- Medication Audit conducted periodically and against agreed standards;
- Reports produced are error free , submitted in required format and on time;
- Budgets developed on time and captures the appropriate projections
- Work plans developed according to the agreed format and submitted on time;
- Staff appraisal conducted according to the agreed protocols and submitted on time;
- Health records system is administered according to established practices and procedures;
- Adequate provisions of supplies are maintained within the department according to established protocols
- Accounting records are kept in the established format, are updated on time

6. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts (required for the achievement of the position objectives)

| Contact (Title) | Purpose of Communication |
|------------------------|--|
| CEO/Local Authority | <ul style="list-style-type: none"> • Receive instructions/directions • Provide updates on status of division and or assignments; • Advice on new issues or development and propose alleviating strategies |
| Staff | <ul style="list-style-type: none"> • Provide leadership and direction; • Develop and maintain effective work and industrial relation environment • Provide advice/update and exchange information |

External Contacts (required for the achievement of the position objectives)

| Contact (Title) | Purpose of Communication |
|---|--|
| Ministry of Local Government and Rural Development/Board of Supervision | <ul style="list-style-type: none"> • Receive policy directives • Receives clarification/guidance |

| Contact (Title) | Purpose of Communication |
|----------------------------|--|
| NGOs/Community Group | <ul style="list-style-type: none"> • Liaises and collaborates on service delivery • Receives donations |
| PDCs, CDGs | <ul style="list-style-type: none"> • Engage and receive information to inform strategies and programmes |
| Inhabitants/General public | <ul style="list-style-type: none"> • Supply information on pertinent issues, receive information/data |

7. AUTHORITY

- Recommend changes to the structure of programmes
- Recommend adjustments to nursing and patient care protocols based on audits and observed needs.
- Sign off on admissions, discharges, and referrals for medical treatments, ensuring alignment with institutional standards.
- Authorize purchases and manage inventory control for supplies and equipment needed in patient care.
- Develops collaboration with stakeholder in responsive to social services issues
- Implement and enforce compliance with institutional policies and health care standards, including initiating corrective and disciplinary actions when necessary.
- Develop and maintain partnerships with external stakeholders, such as healthcare providers, to enhance resident care.

8. REQUIRED COMPETENCIES

Core

- Exhibits a high level of professionalism, client-centrism and commitment to ethical standards.
- Communicates effectively with staff, residents, families, and external stakeholders.
- Maintains a compassionate and patient-centred approach to care.
- Promotes a collaborative environment within the infirmary.
- Demonstrates unwavering integrity in all aspects of work.
- Possesses strong interpersonal skills for managing and supporting a diverse team.
- Innovatively addresses challenges and resolves conflicts.
- Adept at using relevant ICT tools for record-keeping, scheduling, and managing care plans.

Technical

- In-depth knowledge of nursing standards, particularly in geriatric and residential care settings.
- Expert understanding of the specific needs associated with geriatric care.
- Familiarity with standards for maintaining health records and patient documentation.
- Strong understanding of the Poor Relief Act, Nursing Council regulations, Public Health Act, and institutional policies.
- Proficient in managing budgets, expenditure records, and inventory within a healthcare setting.
- Ensures adherence to established healthcare protocols and best practices.
- Skilled in coaching, mentoring, and leading a diverse healthcare team.

- Capable of building effective partnerships with healthcare providers and other external stakeholders.
- Ability to contribute to and implement strategic plans within the health care environment.
- Competent in performing and supervising medical tasks such as administering medications, monitoring vitals, and managing hygiene practices.
- Knowledgeable about health and safety practices relevant to a residential care facility, including waste management and infection control.

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- BSc in Nursing from an accredited tertiary institution
- Registration with Nursing Council of Jamaica
- At least seven (7) years of clinical practice; at least two (2) years in a managerial/supervisory position
- Experience working with the Elderly population would be an asset
- Training in Leadership and Change Management would be an asset
- Possession of the relevant Certificate/Diploma from the Board of Supervision would be an asset, and a requirement for appointment

10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- The work is performed in a residential care facility that serves clients from diverse social backgrounds, including some residents who may exhibit boisterous behavior or have mental health issues.
- The work environment is often fast-paced, hectic, and can be stressful due to the nature of patient needs and institutional demands.
- The role may require long working hours, including nights, weekends, and public holidays as necessary.
- Exposure to high-stress situations and the need for quick decision-making in patient care and crisis scenarios.
- Regular exposure to bodily fluids and the requirement to handle needles, sharp instruments, and medical waste.
- Potential exposure to chemical hazards from cleaning agents and sanitizers used in the facility.
- Risk of patient aggression and challenging behaviours that require careful handling and appropriate safety measures.
- Exposure to blood borne pathogens and infectious diseases, necessitating strict adherence to health and safety protocols.