



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

Website: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 503**

**OSC Ref. C.5850<sup>9</sup>**

**12<sup>th</sup> December, 2024**

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies, to fill the post of **Counselling Psychologist (HPC/ALH 2) – (Contract)** in the **University Hospital of the West Indies**, as detailed in the attached Vacancy Notice.

Signed applications accompanied by résumés should be delivered **no later than Monday, 23<sup>rd</sup> December, 2024 to:**

**Senior Director, Human Resource Management and Development  
University Hospital of the West Indies  
Mona  
Kingston 7**

Email: [hrd@uhwi.gov.jm](mailto:hrd@uhwi.gov.jm)

**Please note that only shortlisted applicants will be contacted.**

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

**Desreen Smith (Mrs.)  
for Chief Personnel Officer**



## UNIVERSITY HOSPITAL OF THE WEST INDIES

Applications are invited from suitably qualified persons to fill the position of **Counselling Psychologist (HPC/ALH 2)** at the **Psychiatry Department, University Hospital of the West Indies**, salary range \$5,055,684 - \$6,009,620 per annum.

### **Job Purpose**

Under the general direction of the Senior Consultant, Department of Psychiatry the incumbent will specialize in treating employees with emotional crisis, stress, anxiety and behavioral disorders. Their primary responsibility will be to conduct employee consultation (individual/group) and implement psychological treatment.

### **Key Responsibilities**

- Schedules staff consultations, assessing and identifying their problems;
- Implements individualized treatment programmes;
- Undertakes risk assessment and psychometric testing of staff, where appropriate;
- Evaluates staff responses to treatment over time;
- Recognizes staff with mental health illnesses outside the scope of his/her training, referring them for further psychological or psychiatric treatment within the hospital psychiatry service;
- Offers both one-on-one and group counselling;
- Offers regular mental health sessions to healthcare worker groups and Departments to sensitise staff and assist them to cope with the psychological demands of their duties;
- Maintains detailed records;
- Builds relationships based on trust and being patient;
- Takes specific measures to ensure the privacy and confidentiality of all patient-related matters;
- Ensures that written authorisation is obtained from the staff member for all communication regarding their medical condition;
- Monitors and evaluates the outcome of treatments;
- Contributes to research, service evaluation and audit, either individually or as part of a team;
- Assists the supervisor in the preparation of Operational Plan for the functioning of the programme;
- Prepares an Individual Work Plan to be approved by supervisor;
- Assists in the preparation of the monthly, quarterly and annual reports, through the analysis of data and other pertinent information;
- Provides on-the-spot crisis counselling;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

- Good observational skills and attention to detail;
- Exceptional interpersonal skills;
- Excellent oral and written communication skills;
- Empathy and sensitivity when dealing with patients;
- Highly analytical mindset;
- Good diagnostic and problem-solving skills.

### **Minimum Required Qualification and Experience**

- M.Sc. or Doctoral Degree in Counselling Psychology;
- At least five (5) years' experience as a Counselling Psychologist for adults;
- Specific training and expertise in crisis intervention would be an asset;
- Currently licensure to practice in Jamaica.