



OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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17th July, 2026

CIRCULAR No. 12/2026

Applications are invited from suitably qualified individuals to fill the post of **Assistant Matron (HPC/RN 4) (Not Vacant)**, salary range \$5,863,044-\$6,969,317 per annum and any allowance(s) attached to the post, in the **St. Elizabeth Municipal Corporation**.

Please see attached the relevant job posting and note the required academic qualification.

Applications are to be submitted no later than the 7th August, 2026 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.

Yvonne S. Hamilton (Miss)
Secretary (Actg.)
Local Government Services
for Chief Personnel Officer (Actg.)



**MINISTRY OF LOCAL GOVERNMENT & RURAL DEVELOPEMENT
LOCAL AUTHORITY
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Assistant Matron
JOB GRADE:	HPC/RN 4
POST NUMBER:	
BRANCH:	Poor Relief
SECTION:	Infirmary
REPORTS TO:	Matron
MANAGES:	Nurse Aide Patient Care Assistant Psychiatric Nursing Aide Porter

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

Date

1. STRATEGIC OBJECTIVES OF THE BRANCH:

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 general supervision of the Matron, the Assistant Matron ensures consistent delivery of nursing care services and overall institutional care standards. This includes direct supervision of nursing care personnel and, where necessary, supporting the Matron in general operational oversight to support the comprehensive needs of residents.

3. KEY OUTPUTS

- Nursing/patient care services administered.
- Nursing/patient care supervised.
- Accurate maintenance of medical and care-related records.
- Routine and ad-hoc assessments and audits completed.
- Regular reports on nursing care, medication, incidents, and inventory.
- Staff schedules and work plans implemented and monitored.
- Staff appraisal conducted
- Compliance with health and safety standards across wards and communal areas.

4. KEY RESPONSIBILITIES

Technical/Professional

- Leads and guides the administration of nursing and patient care
- Ensures that patient receives appropriate medical treatment
- Collate medical records of new residents (and where appropriate) discuss any medical detail with patient care assistant
- Collect, store and dispense prescribed medication as appropriate
- Assist with medication audits
- Record all treatment administered to resident
- Accompanies resident to hospitals (or other appointments such as dental etc.)
- Oversees the general tidiness of residents and care resident
- Oversees the general laundry care and management
- Assist the matron with the development of care programs to enhance quality of patient care. This will include researching local or international best practices
- Ensures that admissions, discharges and death records are procedures are followed

- Ensures that accountability and standard operating procedures are maintained within as per policies and procedures outlined in respective Operational Manual and as per Nursing Council Standards, rules and practices established by the Board of Supervision
- Participates in the implementation of systems to ensure that meals are adequately prepared to meet the health needs of residents;
- Encourages and stimulates family involvement in the planning and implementation of patient care and ensures that the expectation of families is met;
- Ensures best practices and keeps abreast of current professional literature, new technology and advances in nursing practice; and provides for the introduction and demonstration of new practice techniques and equipment;
- Ensures the adequate provision of supplies and equipment necessary to provide quality care;
- Participates in meetings, committees and any project as assigned;
- Ensures that burial procedures are effectively managed
- Assists with the implementation of the mission and policies of the infirmary
- Participates in the development of the Annual Work Plan and Budget for the institution
- Prepares and submits monthly and quarterly performance review reports
- Provides supervision of nursing/patient care
- Represents the Local Authority at various meetings
- Generally assist with managing the operations of the institution for client admission, ensuring appropriate administration of finance, records, supplies, security, and staff well being
- Maintains cognizance of the status of building, plant and equipment and report to Matron/CEO/Council the need for repairs and or upgrade of infrastructure
- Assists with all records keeping as instructed by the Matron

Human Resource 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 patient care assistants/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;
- Assist with the development and implementation of a succession planning programme for the institution to facilitate continuity and availability of required skills and competencies

Other Duties:

- Performs other related duties that may be assigned from time to time

5. PERFORMANCE STANDARDS

- Medical records updated and maintained according to established Protocols
 - Work plans developed in accordance with the established format,
 - Medication Audit conducted periodically and against agreed standards;
 - Reports produced are error free and 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
- Nursing and patient care services are consistently delivered in alignment with regulations, professional standards and institutional policies.
 - Supervision provided to patient care/nursing and other staff according to the agreed standards and protocols
 - Medical and care-related records accurately maintained and updated promptly, ensuring confidentiality and compliance with regulatory requirements.
 - Medication audits conducted regularly, and any discrepancies or issues are promptly reported and addressed.
 - Monthly and quarterly reports on nursing care, medication administration, incidents, and staff performance are prepared, accurate, and submitted on time.
 - Adherence to health, hygiene, and safety standards is enforced across the institution.
 - Staff schedules and work plans are effectively implemented and monitored,
 - Adequate coverage and continuity of care maintained.
 - Staff performance appraisals prepared and submitted in timely fashion.
 - Active participation in meetings, committees, and training sessions is maintained.

- Supplies and inventory levels are monitored and shortages avoided.
- Client centrisms maintained across interactions with clients and stakeholders..

6. INTERNAL AND EXTERNAL CONTACTS

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

Contact (Title)	Purpose of Communication
Matron/CEO	• Receive instructions/directions • Provide updates on status of division and or assignments; • Advise on new issues or development and propose alleviating strategies
Nursing/Patient Care Staff	• Provide leadership and direction; • Develop and maintain effective work and industrial relation environment • Provide advice/update and exchange information
Support Staff	• Develop and maintain effective work and industrial relation environment • Instruct as necessary to support resident care and hygiene standards
General Staff of Local Authority	• 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 Community Development – technical services	• Receive policy directives • Receives clarification/guidance
Board of Supervision	• Receive instructions/guidance • Provide information/date
Relatives of clients/residents	• Provide update • Request information
Donor agencies/NGOs	• Receives donations
Hospitals/Clinics/Medical professional	• Receive update on patient • Arrange appointments

7. AUTHORITY

- To administer medication/injection
- Recommend revising/reviewing of patient care
- Arrange medical appointments/doctor's visits
- Request supplies for the institution.
- Ensure compliance with nursing and health-related policies, taking corrective action to address any deviations in accord with Matron.
- Make recommendations on staff recruitment, transfers, and disciplinary actions as necessary.
- Instruct, or provide guidance for effective resident care to support staff (Head Laundress, Head Chef, Sanitation Attendant, Groundsman) as necessary, in accord with Matron's general directives.

8. COMPETENCIES

Core

- Highly developed professional disposition
- Good oral communication
- Good written communication
- Customer/citizen focused orientation
- Teamwork & Cooperation
- Unquestioned integrity
- Developed interpersonal skills
- Ability to build rapport with team/stakeholders to harness collective solutions
- Possess innovativeness in resolving disputers
- Possess the relevant skills to use and manipulate relevant ICT hardware and software

Technical

- Good nursing administration skills
- Excellent nursing care skills
- Excellent understanding of geriatric care
- Good knowledge of dispensing medication
- Diplomacy, tact and patience with a good listening ear and warm sympathetic personality
- Discretion and the ability to maintain confidentiality
- Good appreciation of the operation of local government
- Adequate book keeping skills
- Ability to work in stress and maintain composure and compassion

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- BSc in Nursing from an accredited tertiary institution
- Registration with Nursing Council of Jamaica
- At least three years clinical practice

- 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.