



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE PRIMARY HEALTH CARE SERVICES ADMINISTRATIVE OFFICER	2. DIVISION COUNTY HEALTH ADMINISTRATION - ST. ANDREW/ST. DAVID - NARIVA/MAYARO	3. DEPARTMENT PRIMARY HEALTH CARE
4. ORGANISATIONAL RELATIONSHIP The Primary Health Care Services Administrative Officer has a dual reporting relationship to the Primary Care Physician II and the Area Administrative Officer.		5. NATURE & SCOPE The Primary Health Care Services Administrative Officer is responsible for coordinating the day-to-day Primary Health Care Services Administrative function of a Cluster of Health Centres and/or Health Facility.
6. SPECIFIC ACCOUNTABILITIES The Primary Health Care Services Administrative Officer: <ul style="list-style-type: none">❑ Coordinates the Primary Health Care Services of an Administrative Cluster.❑ Manages the day-to-day administration of the Cluster; ensuring the efficient use of resources and the availability of supplies.❑ Addresses any complaints/concerns appropriately.❑ Supervises/appraises staff and identifies and monitors developmental needs as required❑ Ensures adherence to approved policies and procedures.❑ Analyzes internal processes, recommends, and implements procedural or policy changes within the Cluster.❑ Coordinates the repairs and maintenance of buildings, plant and equipment within the Cluster.❑ Liaises with the relevant stakeholders e.g. Plumber, Electrician, A/C Technician and other relevant personnel to effect repairs, when required.❑ Manages Petty Cash Float.❑ Ensures all checklists are completed accurately and in a timely manner❑ Organizes and coordinates meetings of Staff, Heads of Department for the respective cluster.❑ Fosters and promotes an environment for quality services on a sustained basis.❑ .❑ Facilitates and assists in the development and promotion of the Business Plan for Health Centres and/or facilities.❑ Assists in disaster preparedness planning and coordination for the Cluster and ensure Disaster Preparedness supplies are readily available and replenish as required❑ Maintains Fixed Asset register and Disposal Listing for the Cluster in keeping with the regulations❑ Prepares and tracks purchase requisitions, purchase orders, deliveries and Good Received Notes❑ Conducts site visits to Health Centres and/or facilities within the Cluster and provide reports on same.❑ Prepares and reviews operation reports and schedules to ensure accuracy when required.❑ Attends meetings/workshops, as requested.❑ Liaise with other managers and stakeholders to support the delivery of Primary Health Care Services.❑ Liaises with Security Officers and Security Supervisors to ensure a secure and safe environment of care.❑ Prepares Return of Personnel for all staff under their purview.❑ Ensures adequate supply and usage of stocks for domestic and custodial staff.❑ Performs any other related duties as required by the approved Authority.		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none">❑ Sound knowledge of modern principle, methods and techniques of Health Services Management/Health Centre Management/Administration.❑ Effective communication skills, both oral and written.❑ Ability to establish and maintain effective working relationships with professional staff, subordinates, members of the public, external contractors.❑ Ability to coordinate and administrate technical programs, evaluate their effectiveness and make		

<div>comprehensive reports and recommendations.</div> <div><div><div><input type="checkbox"/></div><div>Ability to multitask, use initiative and think critically.</div></div><div><div><input type="checkbox"/></div><div>Ability to coach and mentor subordinate staff</div></div></div>
<div>8. MINIMUM TRAINING AND EXPERIENCE</div> <div><div><div><input type="checkbox"/></div><div>Training as evidenced by the possession of a First Degree in Administration or Management.</div></div><div><div><input type="checkbox"/></div><div>A minimum of two (2) years in a supervisory position.</div></div><div><div><input type="checkbox"/></div><div>Experience in Administration Management.</div></div><div><div><input type="checkbox"/></div><div>Experience in the health sector would be an asset.</div></div><div><div><input type="checkbox"/></div><div>Experience in Facilities Management/ Project Management would be an asset.</div></div><div><div><input type="checkbox"/></div><div>Any equivalent combination of experience and training.</div></div></div>
<div>9. SUPERVISORY RESPONSIBILITIES</div> <div><div><div><input type="checkbox"/></div><div>Clerk I</div></div><div><div><input type="checkbox"/></div><div>Sterilizer Operator</div></div><div><div><input type="checkbox"/></div><div>Hospital Attendant I</div></div><div><div><input type="checkbox"/></div><div>Watchman</div></div><div><div><input type="checkbox"/></div><div>Wardsmaid</div></div><div><div><input type="checkbox"/></div><div>Groundsman</div></div><div><div><input type="checkbox"/></div><div>Handyman</div></div><div><div><input type="checkbox"/></div><div>Cleaner I</div></div><div><div><input type="checkbox"/></div><div>Male/Female Labourers</div></div><div><div><input type="checkbox"/></div><div>Laundry Attendant</div></div><div><div><input type="checkbox"/></div><div>On the Job Trainee</div></div></div>
<div>10. COMMUNICATION AND WORKING RELATIONSHIP</div> <div><div>Internal:</div><div><div><div><input type="checkbox"/></div><div>County Medical Officer of Health</div></div><div><div><input type="checkbox"/></div><div>Area Administrative Officer</div></div><div><div><input type="checkbox"/></div><div>Primary Care Physician II</div></div><div><div><input type="checkbox"/></div><div>Other Members of the Management Executive Team</div></div><div><div><input type="checkbox"/></div><div>Members of the Management Team</div></div><div><div><input type="checkbox"/></div><div>Other Primary Health Care Administrative Officers</div></div><div><div><input type="checkbox"/></div><div>Human Resource Department</div></div><div><div><input type="checkbox"/></div><div>Public Health Inspectorate Department</div></div><div><div><input type="checkbox"/></div><div>Other Nursing Personnel</div></div><div><div><input type="checkbox"/></div><div>Line Managers/Supervisors</div></div><div><div><input type="checkbox"/></div><div>Customer Relations Officer</div></div><div><div><input type="checkbox"/></div><div>Other Subordinate Staff</div></div></div><div><div>External:</div><div><div><div><input type="checkbox"/></div><div>Ministry of Health</div></div><div><div><input type="checkbox"/></div><div>Other Regional Health Authorities</div></div><div><div><input type="checkbox"/></div><div>Other county-based organisations</div></div><div><div><input type="checkbox"/></div><div>Other Counties</div></div><div><div><input type="checkbox"/></div><div>Small contractors</div></div><div><div><input type="checkbox"/></div><div>Other suppliers</div></div></div></div></div>