



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Records Clerk
JOB GRADE:	PIDG/RIM 1
DEPARTMENT:	Emergency Disaster Management & Special Services
REPORTS TO:	Director, Emergency Disaster Management & Special Services
MANAGES:	N/A

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 created/revised

JOB PURPOSE

Ensuring accurate and comprehensive maintenance of records for all correspondence, equipments & supplies and activities related to the EDMSSB.

KEY OUTPUTS

1. Filing system developed and maintained.
2. Relevant newspaper commentary and articles maintained.
3. Inventory of equipment and supplies managed.
4. Communication between internal and external agencies maintained.
5. Ministry of Health National Emergency Operations Centre (MOH NEOC) established.

KEY RESPONSIBILITY AREAS

1. Maintains index of EDMSSB and EMS files
2. Ensures maintenance of an accurate filing system by:
 - Creating files as instructed or on identification of the need
 - Proper numbering and labelling, according to established index
 - Filing documents correctly and safely to ensure confidentiality, easy retrieval and safety
 - Retrieving documents as needed.
3. Maintains confidentiality of patient medical records
4. Ensures timely set-up and pull-down of medical posts.
5. Ensures adequate supplies of medical equipment & supplies for all special services events.
6. Ensures return of all medical equipment and supplies used in special services activities to the MOH / EDMSSB storeroom in good condition
7. Reports any abnormalities, regarding same, to Director
8. Ensures proper maintenance of equipment
9. Issues equipment & supplies as indicated by Director

10. Maintains inventory of equipment and supplies by ensuring up-to-date record of movement of equipment & supplies
11. Assists with the activation and de-activation of the MOH NEOC
12. Performs duties as records clerk and inventory officer within the MOH NEOC.
13. Assists with retrieval of information from internal and external agencies for daily reports and updates
14. Assists with Processing of Incoming and outgoing mails.
15. Performs any other duties as indicated by Director

Other Responsibilities

1. Performs Emergency Medical Technician - Basic (EMT-b) duties by assisting with patient care on special services events.
2. Assists with distribution of medication for international travel for Government Officials and other persons representing the country in an official capacity, as indicated by Director

PERFORMANCE STANDARDS

1. Assigned tasks and regular duties are effectively carried out in a timely manner.
2. Work executed is of high standard and organizational principles followed.
3. Services provided on Special Services events conform to Ministry of Health emergency management and care standards.
4. Confidentiality maintained in the execution of duties.
5. Conform to international travel health requirements.

REQUIRED COMPETENCIES

Functional/Technical Competencies
Proficiency in the use of relevant computer applications
Proficiency in the management of a filing system

Knowledge of supplies management
Knowledge of emergency medical equipment and supplies
Knowledge of emergency care practices and procedures

Core Competencies	Levels
Oral communication skills	2
Written communication skills	2
Ability to work in an organized, logical and efficient manner	2
Teamwork	2
Interpersonal skills	2
Initiative	2
Time management skills	2

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Four (4) CXC's including Mathematics and English Language
- Training in Records Management – plus
- Two (2) years experience in an office setting
- Training and/or certification as an Emergency Medical Technician – Basic (EMT-b) is an asset.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to dusty files
- Travelling island-wide to assist with implementation of programmes and special services activities.