

**Opening Date:** 31 January 2019  
**Closing Date:** 14 February 2019  
**Location:** Tortola  
**Vacancy Notice No.** MHSD/4/2019  
**Job Classification:** Grade 6  
**Ministry/Department/Unit:** Adina Donovan Home for the Elderly  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time Shift Schedule: 7:00a.m.-3:00p.m.  
3:00p.m-11:00p.m,11:00p.m-7:00a.m  
**Remuneration/Benefits:** Salary range **\$22,770 - \$36,184.** Salary is commensurate with relevant qualifications and experience.

## JOB VACANCY NOTICE Assistant Nurse

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will supervise, monitor and report on Adina Donovan Home activities in a competent and efficient manner, to ensure the well-being of the geriatric residents.

### MAIN RESPONSIBILITIES

1. Produces Nurse's notes monthly to ensure records are kept up to date.
2. Administers treatment, reviews and updates prescriptions in accordance with Home Physician to ensure correct medicinal treatment is given to patients.
3. Contacts Home Physician in medical emergencies with referral to Hospital if necessary.
4. Informs Senior Assistant Nurse on any matter requiring further action.
5. Informs Assistant Manager/Nurse of any staff misconduct or unauthorised absence.
6. Performs any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

### BEHAVIOURAL COMPETENCIES

1. Organises and develops self
2. Manages self to ensure conduct meets departmental standards
3. Develops and maintains effective working relationships
4. Organises and maintains information
5. Communicates information
6. Supports change
7. Contributes to the effective use of resources

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Clinical environment
- Domestic Environment
- Shift work
- Physical assistance of patients

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Practical Nursing Certification or equivalent
- Registration with Nursing Council
- Seven (7) years related experience
- Good knowledge of Government structure, policies and procedures
- Good knowledge of Patient Care and Health and Safety Procedures in a Clinical Environment
- Ability to handle equipment such as wheelchairs, beds and other medical equipment
- Good oral and written communication skills
- Good interpersonal skills
- Good knowledge of nursing procedures and practices and their application in caring for the elderly resident
- Good knowledge of the use of standard office equipment and relevant software applications

### HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

**Permanent Secretary**  
**Ministry of Health and Social Development**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

Or by email: [hrdemployment@gov.vg](mailto:hrdemployment@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://www.bvi.gov.vg)); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp)). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp).

*Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.*