

**Opening Date:** 22 July 2019  
**Closing Date:** 05 August 2019  
**Location:** Tortola  
**Vacancy Notice No.** MHSD/16/2019  
**Job Classification:** Grade 04/05  
**Ministry/Department/Unit:** Adina Donovan Home  
**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 \$19,440 - \$33,827** Salary is commensurate with relevant qualifications and experience.

# JOB VACANCY NOTICE

## Geriatric Aide I/II

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will provide assistance to the residents to ensure their wellbeing and the efficiency of daily operations within the Home.

### MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the assigned area by ensuring the wellbeing of residents by assisting with activities of daily living.
2. Report grievances or any matters of concern to the Supervisor in a professional and timely manner to ensure the matter is dealt with efficiently.
3. Respond appropriately to residents call in a timely and professional manner.
4. Assist with the preparation of residents for in-door or outdoor activities to ensure they are appropriately dressed and ready for the activities.
5. Assist with the lifting and mobilization of residents ensuring care is taken at all times.
6. Assist with the monitoring of vital signs and response to treatment to ensure their wellbeing.
7. Assist with admissions and discharges of residents in an efficient and timely manner.
8. Clean and maintain bedside units of assigned residents to ensure hygiene and cleanliness.
9. Perform 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. Organise and develop yourself
2. Develop and maintain effective working relationships within your team
3. Communicate information
4. Maintain the quality of your team's work
5. Ensure the working practices of yourself and your team reduce risks to health and safety

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Shift work
- Domestic/clinical environment for the elderly
- Constant mobility (sit, stand, climb, bend, stoop and/or walk for prolonged periods of time)
- Lifting of patients (lift objects 50lbs frequently)
- Ability to push heavy wheelchairs

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate or equivalent
- Nursing Assistant Course
- Three (3) to five (5) years related experience
- Basic 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 and organisational skills

### 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.*