

THE COMMUNITY HOSPITAL OF SEVENTH-DAY ADVENTISTS

NOTICE OF VACANCIES

The Community Hospital of Seventh-day Adventists is currently seeking to fill the following positions:

CHIEF MEDICAL OFFICER

Summary of the Position

The Chief Medical Officer (CMO) is an executive position that reports to the Chief Executive Officer. The position is established to give to the entire medical staff, a functional participation in the hospital decision making process. The incumbent must be a qualified Medical Officer duly authorized by the Trinidad and Tobago Medical Council to practice medicine in Trinidad and Tobago, and must be a member of good standing of the Seventh-day Adventist Church.

The CMO is expected to perform the following responsibilities such as being the overall officer of the medical staff. He/she has to attend administrative meetings duly called for that purpose. The position has a staff function in relation to the Human Resource department, the Finance department and Nursing Service departments. The incumbent must be of a pleasant and amiable disposition and be capable of dealing with stressful situations. Tact and patience is also a necessity with a sharp mind for details and rapid response. Counseling skills and a high regard for confidentiality are required.

CHIEF NURSING OFFICER

Summary of the Position

The Chief Nursing Officer is expected to perform duties such as being the overall supervisor of the Nursing service staff and its related auxiliary departments like laundry, housekeeping Medical Records, Cafeteria and the Surgical Theater. He/she has to attend administrative meetings duly called for that purpose. He/she has a staff function in relation to the Human Resource department, the Finance department and all departments not directly under him/her which he/she has line authority. The incumbent must be of a pleasant and amiable disposition and be capable of dealing with stressful situations. Tact and patience are also a necessity with a sharp mind for details and rapid response. Counseling skills and a high regard for confidentiality are required. He/she must be a member of good standing of the Seventh-day Adventist Church

How to Apply?

Interested persons wishing to apply for these positions should send a copy of their CVs along with copies of relevant certificates and a cover letter to:

The Chief Executive Officer
The Community Hospital
Western Main Road
Cocorite, Port-of-Spain
Mailing: P.O. Box 767, Port-of-Spain
Email: aisaacs@carusda.org

Detailed specifications about the positions can be obtained through the E-mail address shown above.

The closing date for the receipt of applications is Friday February 14, 2020.