



The Health Services Authority is responsible for the provision and administration of primary and secondary levels of healthcare services and public health functions for residents of the three Cayman Islands through a 127-bed hospital on Grand Cayman, a 18-bed hospital in Cayman Brac, satellite outpatient clinic in Little Cayman and four District Health Centers on Grand Cayman offering the most comprehensive range of inpatient and outpatient services in a single health system in the Cayman Islands.

We invite applications for the following position:

UNIT CLERK

Ambulatory Care Unit (ACU)

Salary range : CI\$40,416 – CI\$57,036 per annum

The Unit Clerk is responsible for performing a variety of clerical duties relating to the updating and organizing of information on the nursing units.

Primary Responsibilities: The Unit Clerk will provide receptionist and secretarial services for the department. Registration of patients and making queries with PFS. Confirmation of procedures and patient supplies billing. Input billing as required. Retrieves/delivers patient's docket to medical record. Ensure supplies are ordered. Inputs data entries to various spreadsheets, including admission and classification data. Monitors and applies daily room charges. Coordinates post-admission appointments through the appointment department. Notifies Patient Services (PFS) about patients who may need financial assistance. Maintained confidentiality as it relates to job responsibility and adheres to core values. Maintains tasks relating to chart order, chart accuracy, and chart current data.

Qualifications & Experience: The successful candidate **must** have a High School Diploma or equivalent. The successful candidate should possess excellent typing skills and have good working knowledge of Microsoft Word and Excel. The candidate should also possess current Basic Life Support Certification.

A remuneration and benefit package, commensurate with experience and qualifications will be offered to the successful candidates of these post.

NOTE: Incomplete applications will not be considered. All applicants must complete and submit an HSA Application Form, via e-mail to hsa.jobs@hsa.ky using pdf format. Log on to our website at www.hsa.ky to access Application Form and Job Description.

Application Deadline: March 22, 2026

Committed to Caring for You



JOB DESCRIPTION

Job Title: Unit Clerk	Reports To:	Nurse Manager
Job Holder:	Cost Centre:	ACU

BACKGROUND INFORMATION

The Cayman Islands Health Services Authority (“HSA”) provides and administers health care services and public health functions for residents of the Cayman Islands in accordance with the National Strategic Plan for Health.

Services are delivered primarily through the 127-beds at the Cayman Islands Hospital (the country’s principal health care facility), and the 18 beds at the Faith Hospital on Cayman Brac. Ancillary services are offered at district health centres, and clinics for dental and ophthalmologic care. Residents of Little Cayman can access care through the island’s clinic, which is a purpose-built facility.

JOB PURPOSE

The unit clerk is responsible for performing a variety of clerical duties relating to the updating and organizing of information on the nursing units

DIMENSIONS

- Post holder has no budgetary or supervisory responsibility
- The post holder provides reception services to the relevant unit.
- Performs clerical duties relating to statistics for the department

PRINCIPAL ACCOUNTABILITIES

- A. Provides receptionist and secretarial services for the department
- B. Retrieves/delivers patient’s docket to medical record
- C. Stock unit with office and dietary supplies
- D. Inputs data entries to various spread sheets, including admission and classification data
- E. Monitors and applies daily room charges
- F. Coordinates post admission appointment through appointment department.
- G. Notifies Patient Services (PFS) about patients who may need financial assistance.
- H. Maintained confidentiality as it relates to job responsibility and adhere to core values.
- I. Maintains tasks relating to chart order, chart accuracy and chart current data

ORGANISATION CHART



KNOWLEDGE, EXPERIENCE AND SKILLS

- High School Diploma
- ‘O’ Level English and must possess typing skills
- An excellent working knowledge of Microsoft Word and Excel is required
- Post holder should have current Basic Life Support Certification

ASSIGNMENT AND PLANNING OF WORK

- Post holder should be proactive and ensure that supplies are readily available.
- Post holder should retrieve docket in a timely manner once patients are admitted

SUPERVISION OF OTHERS

- Has no supervisory responsibilities

OTHER WORKING RELATIONSHIPS

- Post holder must liaise with all members of the health care team and guests

DECISION MAKING AUTHORITY AND CONTROLS

- Post holder makes decisions as to Nurse Manager Schedule within set guidelines and on routine secretarial and office management in consultation with the Nurse Manager.

PROBLEM/KEY FEATURES

- None

WORKING CONDITIONS

At risk for:

This role routinely uses standard office equipment, such as computers, phones, and photocopiers’ filing cabinets.

Approved by:	<i>Director of Nursing</i>
Date approved:	<i>March 3, 2026</i>
Reviewed:	
Next Review	
Employee Sig/Date:	
Manager Sig/Date:	