NORTH EAST REGIONAL HEALTH AUTHORITY

DENTAL ASSISTANT (HTAC/DA 1)

The North East Regional Health Authority, a statutory body under the Ministry of Health with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary and Portland, is seeking a dynamic, proactive and experienced individual with strong analytical and team player skills to fill the position of Dental Assistants.

Reporting to the Dental Surgeon, the individual will assist the Dental Surgeon and Dental Nurse in carrying out all routine dental procedures.

Key Duties will include (but not limited to):
- Receiving of dental patient and registration
- Controlling flow of patients - emergencies and appointments
- Planning and organizing the clinics for all dental treatment procedures.
- Sterilizing all surgical and operative instruments and dressings.
- Maintaining an adequate supply of all dental consumable materials and dressings.
- Taking of X-Rays, processing and mounting these X-Ray films.
- Participating in the preparation of Dental Health Education material and conducts Dental Health Education Sessions.
- Maintaining an Inventory of all instruments and equipment of the clinic.

Qualifications and Experience
- Successful completion of a course in Dental Assisting at an accredited institution.
- Certificate in First Aid

Required Skills:
- Knowledge of all Dental instruments, equipment and materials.
- Excellent communication and interpersonal skills

Applications along with resumé should be submitted no later than Friday, April 01, 2016 to:

The Director, Human Resource Management & IR
North East Regional Health Authority,
34-38 Ocean Village Shopping Centre,
Ocho Rios, St. Ann,
Jamaica, West Indies.

E-mail: jobs@nerha.gov.jm      Fax: (876) 795 - 2747

We thank all applicants who apply, however only shortlisted applicants will be acknowledged.