



## **NORTH-EAST REGIONAL HEALTH AUTHORITY**

### **DENTAL ASSISTANT (HTAC/DA 1)**

The **North East Regional Health Authority**, a statutory body under the Ministry of Health & Wellness 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 Assistant** at the **St. Mary Health Department**.

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

#### **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

#### **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.

#### **REMUNERATION PACKAGE PER ANNUM:**

Salary Scale: \$1,922,483– \$2,285,228 per annum.

Applications along with detailed resume should be sent no later than **Friday, 2023 August 18** to:

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

**E-mail: [jobs@nerha.gov.jm](mailto:jobs@nerha.gov.jm) or Fax: (876) 795–2747**

**WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT-LISTED APPLICANTS WILL BE ACKNOWLEDGED.**

**APPLICANTS PREVIOUSLY SHORTLISTED NEED NOT RE-APPLY**