



Southern Regional Health Authority

Manchester Health Department

Compassion | Accountability | Respect | Efficiency

5-7 Ward Avenue Mandeville PO Manchester

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Website: www.srha.gov.jm



The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position at **MANCHESTER HEALTH SERVICES**:

DENTAL ASSISTANT (HTAC/DA 1)-VACANT

(Salary range \$2,078,360 – \$2,470,517 per annum and any applicable allowances)

Job Summary

The successful incumbent will be responsible to perform a variety of chair-side duties, office procedures and infection control procedures.

Qualifications and Experience:

- Certification in Dental Assisting from an accredited institution.

Required Knowledge, Skills and Competencies:

- Knowledge of the National Oral Health Policy
- Knowledge of the Dental Health Services Policies and Procedures Manual
- Knowledge of Pharmaceuticals used in Dentistry
- Knowledge of equipment, instruments, materials, methods and procedures used in dentistry
- Knowledge Infection Control Policy
- Ability to communicate oral health messages to children and adults
- Ability to communicate effectively, both orally and written

Key responsibilities will include:

- Sterilizing and disinfecting instruments and equipment.
- Preparing and laying out instruments and materials required for treating each patient.
- Assisting the Dental Surgeon and Dental Nurse during dental procedures.
- Maintaining inventory of all dental instruments, supplies and equipment.
- Collecting and recording patient medical and dental history and vital signs of patients.
- Practicing patient management during dental procedures.
- Delivering community dental health presentations.
- Managing the dental clinic infection control plan to meet OSAP and MOH standards.

Applications along with resume should be sent no later than **Friday, March 28, 2025** to:

Senior Human Resource Officer

Manchester Health Department

5-7 Ward Avenue,

Mandeville Manchester

E-Mail: manchesterhealthjobs@gmail.com

IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL

****PLEASE INDICATE IN THE 'SUBJECT LINE' THE NAME OF THE POSITION TO WHICH YOU ARE APPLYING****

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.