

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 in the **MANCHESTER HEALTH DEPARTMENT**:

Dental Nurses - (HTAC/DN 1) - VACANT

(Salary range \$3,241,533 - \$3,853,164 per annum and the relevant applicable allowances)

Job Summary

Under the general supervision of the Dental Surgeon, the incumbent will organize and implement oral health education / promotion activities in health clinics, schools and communities and to carry out prescribed preventive, curative, diagnostic and rehabilitative dental work for children, as well as community members. He/She will plan and organize dental health interventions, and to coordinate the work of subordinates within a health district.

Qualifications and Experience:

- Masters of Science in Dental Therapy
- Current Registration with the Dental Council

Specific Knowledge, Skills & Competencies:

Technical

- Comprehensive knowledge of National Oral Health Policy
- Comprehensive knowledge of Dental Health Services Policies and Procedures Manual.
- Sound knowledge of Dental Act and Regulations and Public Health Act.
- Sound knowledge of equipment, instruments, materials, methods, and procedures used in dentistry and pharmaceuticals used in dentistry.
- Sound knowledge of Infection Control Policy
- Sound knowledge of Socio-Cultural Practices and their impact on health
- Sound knowledge of Staff Orders for the Public Service
- Sound knowledge of Data Protection Act
- Proficient in Teaching Methods and Oral Health Education/Promotion
- Trained in BLS/PALS
- Proficient in the use of relevant Computer Applications (Microsoft-Excel)

Core

- Good customer service skills
- Good problem-solving and decision-making skills
- Good team work skills
- Good oral and written communication skills

Key responsibilities will include:

- Planning and organizing oral health education / promotion programmes for schools and communities.
- Carrying out routine and diagnostic oral examination on children.
- Performing necessary preventive and rehabilitative oral health procedures on children, to

include: scaling, prophylaxis, the application of fissure sealant restoration, extraction of deciduous teeth, pulpotomy, stainless steel crowns.

- Keeping accurate and up to date records of all treatment given to, and contact made with clients.
- Referring more complex dental problems to the dental surgeon.
- Preparing and submitting to parish supervisor, monthly, statistical reports.
- Preparing quarterly and half yearly status reports for a health district.
- Assisting with the planning and implementation of oral health programmes within a parish or zone.
- Assisting with the supervision of dental staff, and the coordination of the dental programme within a health district.
- Giving advice, counselling and instructions to subordinates; hears and resolve complaints, and refers group grievances and unresolved complaints to higher supervisory authority.
- Acting as resource person at the local level in the dissemination of oral health information.
- Attending and participating in meetings at clinic, health district, and parish level.
- Attending and participating in training sessions planned for dental staff.
- Liaising with other health care providers and non-government organizations.

Applications along with resume should be sent **no later than February 17, 2026** 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 THE NAME OF THE JOB YOU ARE APPLYING FOR IN THE "SUBJECT LINE" OF YOUR EMAIL.

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED