Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
3 Brumalia Road, Mandeville, Manchester, Jamaica WI
Tel: (876) 625-0612-3 / 962-9491 / 962-8232
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 **ST. ELIZABETH HEALTH SERVICES**:

DENTAL ASSISTANT (HTAC/DA 1) – (VACANT)

(Salary range $2,182,278-$2,594,043 per annum and any allowance (s) attached to the post)

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JOB SUMMARY

Dental Assistants in Government Dental Service work closely with, and under the supervision of Dental Surgeon and Dental Nurses. This level assistant will perform an increased variety of chair side duties, office procedures and infection control procedures.

QUALIFICATIONS

- Certificate in Dental Assisting from an accredited institution

KEY RESPONSIBILITIES

- Sterilizes and disinfects instruments and equipment
- Prepares and layout instruments and materials for treating each patient, and assisting Dentist and Dental Nurse during dental procedures
- Maintains inventory of all dental instruments, supplies and equipment
- Collects and record patient medical and dental history and vital signs of patients
- Practices patient management during dental procedures
- Charting of dental patients as instructed by operators
- Takes and processes dental diagnostic radiographs
- Manages the dental clinic infection control plan to meet OSAP and MOH standards
- Patient reception
- Managing patient records
- Delivers patient personal oral care instructions
- Delivers community dental health presentations
- Appointment scheduling and confirmation of patients
- Attends and participates in meetings at clinic, zone/parish
- Takes impressions and bite registration

SPECIFIC KNOWLEDGE, REQUIRED SKILLS/COMPETENCIES

- Ability to communicate oral health messages to children and adults
- Ability to deal tactfully with clients
- Ability to work as part of a team
- Ability to communicate effectively, both orally and in writing
- Knowledge of National Oral Health Policy
- Knowledge of the Dental Health Services Policies and Procedures Manual
- Knowledge of equipment, instruments, materials, methods and procedures used in dentistry
- Knowledge in Basic Life Support (BLS) and in Peadiatric Advance Life Support (PALS)

Applications along with resume should be sent **no later than Friday, November 13, 2026** to:

The Senior Human Resource Officer
St. Elizabeth Health Department
1 Brigade Street
Black River, St. Elizabeth
E-Mail – jobssehd@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.