



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Dental Assistant
MINISTRY: Health and Human Services
LOCATION: South Caicos
JOB SUMMARY:

The job holder assists the dentist in providing dental treatment and working as part of a team to provide Dental Care.

KEY DUTIES AND RESPONSIBILITIES:

Dental Procedures:

- Prepare and maintain dental instruments, supplies and equipment.
- Collect and record patient health histories.
- Manage patient during dental procedures.
- Transfer instruments during dental procedures.
- Use dental procedure isolation techniques.
- Prepare dental materials, cements, amalgam, composite, impression materials, etc.
- Perform dental charting
- Supervise prevention and management of dental medical emergencies.
- Maintain inventory control and management.

Patient and Community Educator:

- Deliver patient personal oral care instructions
- Deliver community dental health presentations
- Plan, assemble and staff health fair booths
- Adhere to all Public Service rules and regulations
- Perform other related tasks as assigned.

QUALIFICATIONS:

- **A Certificate or Diploma in Dental Assisting or higher.**

EXPERIENCE:

- **At least one (1) year of relevant working experience.**

SALARY:





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- **Grade 5.1 \$38,691.00 per annum**

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

**Current serving officers must apply through their Head of Department.
Applications without supporting documents will not be processed.**

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

