



## DEPARTMENT OF CORRECTIONAL SERVICES

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### CAREER OPPORTUNITY

The Department of Correctional Services (DCS) is seeking to recruit suitably a qualified person to fill the vacant position of **DENTAL HYGIENIST (HTAC/DN 1)** in the **Specialized and Medical Services Division** with salary ranging from **\$3,241,533 - \$3,853,164** per annum.

#### **JOB PURPOSE**

Reporting to the Dental Surgeon, the Dental Hygienist is responsible for working closely with patients/inmates, educate them in the care of teeth, provide treatments to prevent oral problems and offer oral hygiene and dietary advice.

#### **KEY RESPONSIBILITIES**

##### **Managerial/Administrative:**

- In collaboration with the Dental Surgeon, participate in the review of existing policies and procedures, recommends changes and enhancements to improve operational effectiveness of services.
- Participates in the development of policies and procedures to guide the operations of the dental service delivery.
- Participates in the preparation of the individual work plans.

##### **Technical/Professional:**

- Provide dental advice on dental hygiene care and oral health education to patients/inmates of all ages.
- Work closely with the dental team to treat and help patients/inmates in preventing gum disease.
- Use a range of dental instruments to clean, polish and scale teeth.
- Remove plaque and apply treatments to reduce decay.
- Ensure that dental instruments and tools are sterilized appropriately.
- Take impressions and radiographs of teeth.
- Give local anesthetic under the supervision of a dentist.
- Apply temporary coatings and sealants to protect teeth.
- Encourage and demonstrate tooth brushing and flossing.
- Collect medical and dental histories and maintain patients' health records.
- Provide chair-side assistance during dental procedures.
- Create moulds of patients' teeth in preparation for dentures, bridges and other prostheses.
- Chart dental conditions based on dentist's observations and evaluations.

##### **Other Responsibilities:**

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

#### **REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES**

- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities;
- Excellent communication and interpersonal skills;

- Excellent integrity/ethics exercised in the performance of duties;
- Good team work;
- Ability to recognize and evaluate the health needs of individuals;
- Excellent problem solving and analytical skills;
- Knowledge in computer application.

**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- B.Sc. in Oral Health Science or Dental Hygiene from an accredited school of Dentistry;
- Registered with the Dental Council of Jamaica;
- Two (2) years Clinical experience.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Critical deadlines for completion of tasks.
- May be required to work beyond the normal working hours.
- May be required to work on weekends and public holidays.
- Exposure to high-risk environment within Correctional Facilities and their environs.

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Kindly submit cover letter and resume no later than **Friday, November 15, 2024** to:

**Senior Director, Human Resource Management and Administration  
Department of Correctional Services  
5-7 King Street,  
Kingston**

**The Department of Correctional Services thanks all applicants for their interest, but only those shortlisted will be contacted.**