



DEPARTMENT OF CORRECTIONAL SERVICES

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.

Kindly submit cover letter and resume no later than **Friday, January 31, 2025** to:

**Senior Director, Human Resource Management and Administration
Department of Correctional Services
UDC Building, Block 4
Shop 13-15
12 Ocean Boulevard
Kingston**

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