



**TOBAGO REGIONAL HEALTH AUTHORITY
HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION**

Job Title	Dental Assistant
Department	Dental
Reports to	Dentist
Head of Department	General Manager Primary Care Services
Supervision Provided to	None

JOB SUMMARY

To provide a high quality of non-technical nursing care to patients in an effective manner and to assist the Dentist and Dental Nurse in providing efficient and expert high-quality care to dental patients.

PRIMARY DUTIES & RESPONSIBILITIES

- The Dental Surgery Assistant would be required to:
- Ensuring instruments are in good working condition.
- Monthly and annual reports.
- Update files
- Provide assistance to Dentist and dental Nurse during procedures.
- Sterilization and sanitation of instruments.
- Assist in the administrative factor of the Dental Clinic.
- Take inventory of dental supplies, instruments and equipment.
- Preparation of instruments and equipment for use by the dentist and Dental Nurse.
- Demonstrates courteous and constructive relationships with all management and staff and displays leadership among them.
- Adheres to Accreditation Standards, Public Health, Infection Control, Occupational Health and Safety, Ministry of Health, Division of Health Wellness and Family Development, Board/ Registering Body and TRHA Protocols, Guidelines, Policies and Procedures.
- Performs other related duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- Secondary School completion Certificate.
- Certificate in Dental Assistant would be an asset.
- Proficient in the use of the Computer including MS Office Suite would be an asset
- Minimum 5 years experience performing similar job function

KNOWLEDGE, SKILLS & ABILITIES

- Must have a good communication and interpersonal skills.
- Must be able to multitask and have sound knowledge of Dental Assisting fundamentals. (knowledge and skills are usually acquired during the process of obtaining certificate in dental Assisting).