

ST. JOSEPH SHELTER OF HOPE – VOI JOB VACANCY

Job Title	COMMUNITY ORAL HEALTH OFFICER
Number of Direct Reports	
Location	Voi
Accountable to	MEDICAL SUPERINTENDANT
Role Purpose	The purpose of the staff will be helping in the running of the dental clinic reviewing all the dental cases that come to the clinic and providing the necessary therapy or make referrals/consultations appropriately.
Key Responsibilities	<ul style="list-style-type: none"> • Assessing dental condition and needs of patients using patient s The staff will help in the running of the dental clinic reviewing all the dental cases that come to the clinic and providing the necessary therapy or make referrals/consultations appropriately.creening and monitoring procedures • Assess dental condition and needs of patients using patient screening and monitoring procedures. • Undertaking general treatment and care for teeth and tissue problems using specified equipment and tools and established dental hygienist procedures. • Full mouth scaling, polishing and prophylaxis to remove plaque and stains ensuring that sterile conditions are maintained. • Filling-in cavities, rebuild broken teeth, replace missing teeth, and remove unnecessary or severely damaged teeth. • Treat and help to prevent gum disease. • Reducing simple fractures of the jaws. • Providing patient education on dental care and write prescriptions for patients • Taking and making impressions of patients' teeth for study casts/models. • Documenting patient dental history and/or chief complaints and/or observations • Documenting lab procedures and ensure follow up on results. • Manage the dental department a per the national guidelines • Recommending and ordering dental materials, equipment and instruments ensuring they are cost effective and maintain proper bookkeeping of the same. • Keeping up-to-date with new developments within the profession maintaining patient dental records. • Ensuring all procedures are correctly billed to capture revenue. • Maintaining stock control procedures for the dental

	<p>services to ensure accountability</p> <ul style="list-style-type: none"> • Prepare and submit reports on dental services and activities monthly. • Perform any other task as may be assigned by the in charge in line with the profession.
Education and Professional qualifications	<ul style="list-style-type: none"> • Diploma in Community Oral Health from KMTC OR other recognized institution. • Duly registered and licensed by the relevant body • At least 2 years work experience in a busy Dental clinic • Certificate in Computer Applications
Core Competencies	<ul style="list-style-type: none"> • Possess good Communication skills • Possess good Leadership skills • Possess good Observation skills • Possess good Analytical skills • Possess good Organizational skills • Possess good Team building skills • Be Compassionate • Able to work under time pressure and in an environment marked by social and cultural challenges. • Fluency in English, working knowledge of Swahili would be an advantage
Other Requirements	<ul style="list-style-type: none"> • Strong initiative • Ability to prioritize multiple responsibilities • Ability to think on the feet, act quickly and to work as a team worker. • God fearing (highly desired) • Strong willed.

Applicants are requested to submit their CVs with testimonials to sjshaidreliefvoi@gmail.com by COB 31st January 2022.