



St Helena
Government

PUBLIC NOTICE

HEALTH DIRECTORATE VACANCY FOR TRAINEE DENTAL NURSE

The Health Directorate has a vacancy for a Trainee Dental Nurse. The Trainee Dental Nurse will work closely with clinicians to assist in providing care for patients and provide appropriate support and administrative assistance.

Some of the **key duties** of the post are:

- Assist clinicians with the triage of patients to make optimum use of clinical time and patient treatment, organises day-to-day tasks and activities, including maintaining the appointment book, to make optimum use of clinical time and patient treatment.
- Assist with sets-up/closes down the surgery for treatments planned before the start of, and at the end of each session to high standards and in accordance with set protocols.
- Assists the dental operator with patient care including monitoring, aspiration, mixing materials and passing instrument to the clinician during procedures. This requires the manipulation of fine instruments and materials.
- Carry out reception duties, managing the Appointment system, calculating charges for dental treatments and taking payments from patients, filing, researching patients' notes, and sending and receiving e-mails/faxes
- Assist clinicians through on-the-job training to promote oral health and preventative dental care within the Dental Clinic.

The salary for the post is at the training grade, Grade B8 commencing at £7899 per annum.

The successful candidate should GCSE Mathematics, English and one other science related subject at Grade C and above or equivalent

He/she should have experience in administration including customer service and cash handling.

Must have excellent organisational skills, be Computer literate and be able to maintain patient confidentiality.

Interested persons requiring further details regarding this post can contact Mr Wayne Badier, Dentist on telephone no 22500 or email wayne.badier@sainthelena.gov.sh

Application forms and a job profile, which are available from the Health Directorate should be completed and submitted through Directors where applicable to Miss Madonna Henry, Human Resources Officer, Health Directorate on telephone no 22500 or email madonna.henry@sainthelena.gov.sh by Wednesday 25 April 2018.

SHG positively accepts applications from all members of the community regardless of race, gender, disability, age, sexual orientation, religion or belief, and will consider all applications on the basis of merit, in accordance with the person specification. All disabled applicants meeting the minimum criteria listed in the job profile will be guaranteed an interview.

Helen Lawrence
Acting Director of Health

09 April 2018