

VACANCY ANNOUNCEMENT

Organization: Dr. Hilina Dental Clinic

Position: Dental Assistant

Location: Addis Ababa

Date of Announcement: August 5, 2024

Deadline: Open (until a suitable candidate)

JOB DESCRIPTION

PRIMARY RESPONSIBILITIES

Responsible for assisting the dentist in the clinical treatment of patients

SPECIFIC DUTIES

Patient Management

- Set up treatment rooms for procedures
- Ensure patients are always attended
- Anticipate and assist dentist's needs
- Perform expanded functions and other tasks as assigned by the dentist
- Mix dental materials
- Chart patients and record date, service rendered and any charges on the PMS (Practice Management System)
- Make sure the doctor fills the chart on the patient's card/PMS
- Perform clinical procedures as practice act allows and as directed by dentist
- Give patient instruction and demonstrate when necessary
- Monitor patient flow

Treatment Room Management and Sterilization

- Keep dental units ready, stocked and clean
- Oversee cleanliness of the treatment room according to sterilization procedures
- Sterilize all instruments and handpieces accordingly
- Keep trays, instruments and treatment room drawers organized
- Promptly send out and monitor dental laboratory cases
- Implement the preventative maintenance/cleaning schedule for dental equipment
- Follow laboratory procedures according to office protocol

Records Management

- Accurately file patient information
- Arrange patient charts and radiographs for next day's appointments

Inventory Management

- Monitor inventory and order dental office supplies as needed
- Ensure that treatment rooms are always stocked

Office Participation

- Help in other areas of the office when necessary (i.e., answering phones, unpacking supplies, completing insurance forms, moving former patient records, etc.)
- Be an active participant in team meetings
- Promote team concept by interacting with others in the office

PERSONNEL REQUIREMENTS

Education/Experience

- COC Qualified
- Graduate of accredited dental assisting program or dental assisting experience preferred
- Coursework in dental instruments and procedures preferred
- Basic computer skills

- For applicants with less than 6 months experience:
 - must be willing to learn on the go,
 - show a commitment to furthering your career development, and
 - we value enthusiasm and a positive attitude, and we are dedicated to supporting your growth in the dental field.

Interpersonal

- Good interpersonal skills to maintain effective rapport with patients, dentists, other staff members and community
- Effective verbal skills to communicate with patients and staff

HOW TO APPLY

Interested and qualified candidates can apply by calling 0910151739