



JOB OPPORTUNITY AT STRATHMORE UNIVERSITY

Job Title: Dental Assistant
Department: Strathmore University Medical Centre
Reporting to: Resident Dentist

Basic job summary:

Assist the Dentist in preparing the patients for dental procedures and ensuring that all the necessary equipment are sterilized and ready for use at all times. This should be done in accordance with the 'Code of Ethics' of the Strathmore University Medical Center and recommendations by the dentist.

Duties & Responsibilities:

1. Assist the dentist in preparing the patient and instruments/inputs for treatment procedures in the dental suite
2. Making the patient as comfortable as possible before, during and after procedures
3. Participate in timely sterilization, disinfection, cleanliness and organization of the surgery
4. Performing simple procedure like vitals- taking, administering medications such as painkillers under instructions of the doctor
5. Managing patients appointments for procedures and communicating to them effectively
6. Reporting on faulty equipment and follow up on service schedules
7. Preparation of supplies orders, receiving and recording of the same in liaison with the dentist and the accountant
8. Removal of expired materials and inputs after the proper documentation process.





9. Maintain high confidentiality and patient information and all stakeholders in the patient management value chain
10. Continuous learning and development
11. The post holder will carry out any other duties as are within the scope, spirit, and purpose of the job as requested by the Head of Department.

Qualifications:

- A diploma in Dental/ Oral Care nursing
- At least two years of relevant work experience in a reputable dental clinic

Personal Attributes

- Good computer skills
- Excellent interpersonal and communication skills
- Team player with strong relationship building skills
- Honest, trustworthy and reliable
- Highly professional and presentable

Are you qualified for this position and interested in working with us? We would like to hear from you. Kindly send us a copy of your updated resume and letter of application (**ONLY**) quoting “**Dental Assistant**” on the subject line to recruitment@strathmore.edu by **29th**

October 2024. Due to the large number of applications we may receive, kindly note that only the shortlisted candidates will be contacted.

Please be advised that Strathmore University is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.

