

MISSIONS OF HOPE INTERNATIONAL
JOB DESCRIPTION

Position: Community Oral Health Officer
Reports to: Dentist
Supervises: None
Department: Health

OVERALL JOB PURPOSE

The Community Oral Health Officer in collaboration with the dental officers will provide treatment and rehabilitation of the tissue of oral cavity and face.

Duties & Responsibilities:

1. Examine patients' teeth and mouth.
2. Assess dental condition and needs of patients using patient screening and monitoring procedures.
3. Analyze x-rays and evaluate dental needs as necessary including medical history review and dental charting.
4. Take, develop and mount radiographs as well as trace radiographs required for corrective treatment
5. Undertake general treatment and care for teeth and tissue problems using specified equipment and tools and established dental hygienist procedures.
6. Clean teeth using brushes, and polishers to remove plaque and stains ensuring that sterile conditions are maintained
7. Fill in cavities, rebuild broken teeth, replace missing teeth, and remove unnecessary or severely damaged teeth.
8. Treat and help to prevent gum disease.
9. Provide instruction on dental care and write prescriptions for patients
10. Make impressions of patients' teeth for study casts
11. Document patient dental history and/or chief complaints and/or observations
12. Document lab procedures and ensure follow up on results.
13. Supervise staff and clinic processes
14. Recommend and ensure cost effective buying of equipment and supplies and maintain proper bookkeeping of the same.
15. Keep up-to-date with new developments within the profession
16. Maintaining patient dental records
17. Any other duties as may be assigned to you by your superiors from time to time.

Academic and Professional Qualifications & Experience

- Diploma in Community Oral Health
- Registered as a Community Oral Health Officer with the regulatory body.
- Valid Practicing License.

Competencies/Abilities/Skills Required

- Strong Christian with demonstrated commitment, and active involvement in church.
- Strong analytical skills, attention to details and problem-solving skills.

- Strong interpersonal skills and effective team player.
- Proficiency in IT applications including MS Office, Internet and e-mail.
- Effective communication skills and be fluent in oral and written English and Kiswahili.
- Must be a person of unquestionable integrity.
- Strong analytical and report writing skills.
- Attend and participate in the daily devotions.
- Should be able to promote and safeguard the welfare of the children and young people he/she is taking care of.
- Must have a certificate of good conduct.
- Must be willing to live within the school premises.