



Job Vacancy

DENTAL ASSISTANT

Mater Misericordiae Hospital, a leading healthcare provider in East and Central Africa, has an excellent career opportunity. Mater Misericordiae Hospital offers exceptional, compassionate and Christ-centred healthcare services to our clients through an innovative, engaged and competent workforce. The successful candidate will fill in the above position:

Main Duties:

- Helping dentists and maxillofacial surgeons to provide patient care in all dental specialties including orthodontics, paediatric dentistry, periodontics and oral maxillofacial surgery.
- Cleaning, packing, preparing and sterilizing instruments and equipment, delivering them to treatment area, suctioning and passing instruments to dentists.
- Preparing treatment room for patients by following prescribed procedures and protocols.
- Educating patients by giving oral hygiene, plague control, postoperative instruction and other dental treatment procedures.
- Communicating with patients, scheduling appointments, answering telephone, handling patients' enquiries.
- Taking Intra Oral Dental X-rays
- Maintaining patients' confidence and protecting operations keeping information confidential.
- Ensuring that all procedures and consumables used are charged on lifeline.
- Preparing and maintaining patients' records and availing them when needed by the dentist.
- Liaising with credit control and insurance companies for clearance of patients from treatment.
- Stocking treatment and monitoring inventory from Pharmacy Surgical and general stores.
- Responsible for the safety of hospitals tool and equipment in their custody.
- Keeping track of all the consumables in the unit and update the Head of the department re-order levels
- Carrying out any other reception related duties for the Dental department when required.
- Participating in quality improvement initiatives within the department and provide reports as required
- Any other duty assigned from time to time

Required Qualifications and Skills for the Position

- Certificate/Diploma in dental assistance/Oral Hygiene
- Higher Diploma Dental assistance/Oral Hygiene will be desirable
- 2 Years Experience in a busy set up
- Customer care skills
- Telephone skills
- Good organizational skills
- Attention to details
- Reliability And Honesty
- Courtesy

If you are interested in the above position and you meet the requirements listed, please send your application together with a detailed CV, Copies of Academic Certificates, three [3] referees and include their telephone contacts and email address to hrrecruit@materkenya.com so as to reach us not later than **17th July 2026**.

Only shortlisted candidates will be contacted.

Please note we do not charge any fee at any stage of our recruitment.