

POSITION TITLE: DENTAL ASSISTANT - Level II HSO	POSITION NUMBER:
SERVICE AREA: Clinical Service	PROGRAM AREA: Oral Health
REPORTS TO: Oral Health Program Manager	REVIEW DATE: October 25, 2011

PURPOSE OF POSITION: To provide clinical dental assisting duties, including intra-oral duties in the Healthy Smiles Ontario Dental Clinics, at both the permanent location and the mobile clinic.

POSITION SKILLS & COMPETENCIES REQUIRED:

Education: Level II Dental Assistant Certificate attained through a Commission on Dental Accreditation of Canada accredited program. Must hold a National Dental Assisting Examining Board Certificate and be annually certified by the Ontario Dental Assistants Association.

Related experience: 1-3 years relevant experience in dental assisting, including infection prevention and control standards.

Specific knowledge, skills, abilities:

- Advanced knowledge of dental assisting and infection prevention and control standards.
- Intermediate oral and written communication skills, including electronic documentation (Cleardent).
- Intermediate interpersonal skills.
- Demonstrated ability to maintain consistent, accurate documentation and to apply effective & efficient research methodology.
- Basic skills in Microsoft Word and Outlook.
- Successful completion of Commercial Drivers License training, Class D (training to be provided).
- Satisfactory medical and vision standards as required for Commercial licensing by the Ministry of Transportation
- Valid G driver's license.
- Satisfactory Drivers Abstract.
- Reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district.

KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):

Provide assistance to the Dentist and Dental Hygienist in the clinic settings

- Sets up and closes dental operatories daily.
- Prepares solutions for use in the clinics.
- Cleans, disinfects and sterilizes instruments and work environment before and after each client appointment.
- Assists dentist and dental hygienist in clinical duties at chairside, such as handing instruments, mixing dental materials, applying suction, taking radiographs and assisting with patient management as required.
- Processes radiographs and documents clinical findings.
- Under the supervision of a Registered Dental Hygienist/Dentist, provide intra-oral preventive services including topical fluoride application and pit and fissure sealant application, as well as taking impressions and preparing study models.
- Performs various clerical duties, which include maintenance of client database, processing HSO claims, and booking appointments.
- Drive the mobile clinic vehicle.

Contribute to team and agency effectiveness

Ongoing

- Works collaboratively as a member of the team; contributes to positive team functioning
- Assists service, program and functional units in carrying out their mandates
- Demonstrates commitment to, and functions in a way that is consistent with, the Agency mission, vision, values and strategic directions
- Respects and ensures confidentiality in all work performed on behalf of the Agency
- Demonstrates a strong customer service focus in dealing both internally and externally
- Participates on Agency-related committees as assigned
- Respects and ensures confidentiality in all work performed on behalf of the Agency
- Demonstrates a strong customer service focus in dealing both internally and externally
- Participates on Agency-related committees as assigned
- Understands the need to become redeployed and/or reassigned as part of the public health response to an emergency or natural disaster

CONTACTS & COMMUNICATION:
Internal: Public Health Dental Consultant, Clinical Dentists, Dental Hygienists, Senior Dental Assistant, Program Manager Oral Health, other Dental Assistants, other program and administrative staff. External: Children and youth, Parents/Guardians, Ontario Works Adult clients, Ontario Disability Support Program adults.
RESPONSIBILITY FOR RESOURCES:
Staff: N/A Financial: N/A Information: Accurate documentation of client records; Materials & Equipment: Troubleshoot and make minor repairs to dental equipment in event of a malfunction; use of materials and equipment related to job function. Inventory and assisting with ordering clinic supplies. Complete circle check and readiness check of mobile clinic van as required for a commercial vehicle as per Ministry of Transportation requirement.
EFFORT REQUIRED:
Mental: <ul style="list-style-type: none">• Considerable attention to detail/audio concentration for clinical setting,• Considerable attention to detail/concentration, reacting to ever changing road conditions while driving the mobile clinic vehicle to various settings. Physical: <ul style="list-style-type: none">• Limited verbal abuse from clients.• Considerable sitting in poor ergonomic position (perching chairside).• Considerable manual dexterity is required.
WORKING CONDITIONS SPECIFIC TO POSITION:
<ul style="list-style-type: none">• Constant exposure to potentially infectious bodily fluids, e.g. infectious blood & saliva spatter when assisting in the HSO clinic as well as to chemicals (disinfectants, phosphoric acid, bleach), burn hazards from steam autoclaves.• Considerable travel is required to various sites in the Simcoe Muskoka District.

I have read the Position Description and understand the duties and responsibilities as assigned.

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____
Employee's Signature

MANAGER'S SIGNATURE: _____ **DATE:** _____
Manager's Signature

Position Approvals:

DIRECTOR: _____ **DATE:** _____
Director's Signature

MOH/CEO'S SIGNATURE: _____ **DATE:** _____
MOH's Signature

POSITION HISTORY New Position created March 2011 for the Healthy Smiles Ontario Program, approved October 25 2011.