

**Internal / External
21-69**

Position:		CERTIFIED DENTAL ASSISTANT LEVEL II	Number of Positions:	1
Classification:	CASUAL	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK
Department:	CLINICAL SERVICE		Program:	ORAL HEALTH - HEALTHY SMILES ONTARIO DENTAL CLINIC
Location:	BARRIE - CLINIC		Anticipated Date of Hire:	JANUARY 24, 2022
Salary Range:	\$33.43 – \$37.45 HOURLY		Position Duration:	ANTICIPATED TO LAST UP TO DECEMBER 30, 2022, WHICH MAY BE SUBJECT TO AN EXTENSION IF REQUIRED
			Posting Date:	DECEMBER 8, 2021
Criminal Record Check:	Required <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		Vulnerable Sector Screening:	Required <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Purpose of Position:				
<p>To provide clinical dental assisting duties, including but not limited to intra-oral duties in the dental clinics supporting the following programs: Healthy Smiles Ontario (HSO); Ontario Seniors Dental Care Plan; Ontario Works; and Ontario Disability Support Program.</p> <p>See the Dental Assistant – Level II HSO position description for further details of the Dental Assistant – Level II HSO role.</p>				
Responsibilities:				
<p>Provide assistance to the Dentist and Dental Hygienist in the clinic settings:</p> <ul style="list-style-type: none"> • Sets up and closes dental operatories daily; • Prepares solutions for use in the clinics; • Cleans and disinfects dental operatories and reprocesses dental instruments in accordance with IPAC standards; • Assists dentist and dental hygienist in clinical duties at chairside, such as handing instruments, mixing dental materials, suctioning, 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 booking appointments, submitting, and reconciling dental claims.

Contribute to team and agency effectiveness.

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;
- Reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district.

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.

Preference will be given to candidates with the following qualifications which are considered assets in this competition:

- 3 – 5 years relevant experience in dental assisting;
- Previous experience in Public Health dental assisting;
- Completion of current infection prevention and control courses;
- Previous experience working with ClearDent or another electronic/paperless documentation practices.

Deadline: 4:00 pm, TUESDAY, DECEMBER 14, 2021

This is an internal non-union posting. External applicants may be considered when the internal recruitment process does not result in a successful internal candidate.

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **21-69** in the subject line

For internal SMDHU applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting #21-69 in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter outlining how you meet the requirements and qualifications of this position. Please ensure you indicate in your application that you have the requirements and qualifications listed for this position otherwise it will be deemed you do not have them.

For External Applicants Only:

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # 21-69 in the subject line.

Due to the large volume of applications we receive, and to ensure your application is given due consideration, we kindly request all applications for this position include both an up-to-date resume, and a detailed cover letter including specific examples of how you meet the required qualifications and skills for this position. The cover letter is to clearly identify:

- a. How your education meets the educational requirements listed.
- b. How your experience meets the experience requirements listed.
- c. How your experience meets each of the required knowledge, skills and abilities listed.
- d. How your education and/or experience meet each of the listed assets, which are considered preferences.

Applicants who fail to satisfactorily provide the information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered.

If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.

Full COVID-19 vaccination is an essential requirement of the job. Full vaccination is defined as having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the World Health Organization (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series) and having received the final dose of the COVID-19 vaccine at least 14 days ago. SMDHU is an equal opportunity employer. The possibility of accommodation will be considered during the hiring process.

The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.