

**Internal / External
22-40**

Position:		DENTAL ASSISTANT		Number of Positions:		1	
Classification:	FULL-TIME	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK			
Department:	CLINICAL SERVICE		Program:	ORAL HEALTH			
Location:	BARRIE - CLINIC		Anticipated Date of Hire:	AUGUST 15, 2022			
Salary:	\$31.51 - \$35.31 HOURLY		Posting Date:	JUNE 1, 2022			
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			
<p>Purpose of Position: To support and provide community and school based dental screenings for children in accordance with Ontario Public Health Standards. To support awareness, access, and utilization of publicly funded programs such as Healthy Smiles Ontario and Ontario Seniors Dental Care Program. To provide and support clinical preventive services including oral hygiene instruction and oral health presentations. Documentation using electronic dental software (Ontario Health Information Support System).</p> <p>Position is subject to annual summer lay-off (July to October).</p> <p>See the Dental Assistant position description for further details.</p>							
<p>Responsibilities:</p> <ul style="list-style-type: none"> • Provide assistance to the Dental Hygienist during the Dental Screening Program and DIS program; • Provide chair-side assistance to the Dental Hygienist during the provision of the Pit & Fissure Sealant Program & the Topical Fluoride Program; • Provide one-on-one oral health teaching to at-risk children; • Deliver group and individual education sessions in a variety of settings within schools and the community; • Contribute to team and agency effectiveness. 							
<p>Specific knowledge, skills, abilities</p> <ul style="list-style-type: none"> • Intermediate knowledge of dental assisting and infection control standards; • Intermediate oral and written communication skills, including charting; • Intermediate interpersonal skills; Demonstrated ability to maintain consistent, accurate documentation and to apply effective & efficient research methodology; • Basic skills in Microsoft Word and Outlook; • Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district. 							

Education:

Community College Diploma, completion of Level I Dental Assisting Program. Must be certified by the Ontario Dental Assistant's Association and the Canadian Dental Assistant's Association. Completion of Level II of the Dental Assisting Program is an asset.

Related Experience:

1-3 years relevant experience in dental assisting, including infection control standards

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

- Previous experience working with Oral Health Information Support System (OHISS) and other electronic dental record management systems;
- 3 - 5 years dental experience as a Dental Assistant;
- Completion of current infection prevention and control courses;
- Previous experience with children on publicly funded dental programs.

Deadline: 4:00 pm, TUESDAY, JUNE 07, 2022

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 # **22-40** 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 #**22-40** 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 # **22-40** 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.