

**Internal  / External   
23-24**

<b>Position:</b>		<b>CERTIFIED DENTAL ASSISTANT</b>		<b>Number of Positions:</b>	<b>4</b>
<b>LEVEL 2</b>					
<b>Classification:</b>	FULL-TIME	NON-UNION	<b>FTE:</b>	1.0 = 35 HOURS PER WEEK	
<b>Department:</b>	CLINICAL SERVICE		<b>Program:</b>	ORAL HEALTH – DENTAL CLINIC	
<b>Location:</b>	BARRIE - CLINIC		<b>Anticipated Date of Hire:</b>	APRIL 3, 2023	
<b>Salary Range:</b>	\$34.27 – \$38.39 HOURLY		<b>Posting Date:</b>	FEBRUARY 10, 2023	
<b>Criminal Record Check:</b>	Required <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<b>Vulnerable Sector Screening:</b>	Required <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Purpose of Position:</b>					
<p>To Provide clinical prevention services to eligible seniors for the Ontario Seniors Dental Care Program, in addition to children, teens and adults on publicly funded dental programs. Clinical service delivery is provided in the Simcoe Muskoka District Health Unit’s fixed dental clinics. Support awareness, access and utilization of publicly funded programs, notably Ontario Seniors’ Dental Care and Healthy Smiles Ontario. Documentation of clinical findings and client notes using electronic dental software.</p> <p>See the Dental Assistant - Level II HSO position description for further details.</p>					
<b>Responsibilities:</b>					
<p>Provide assistance to the Dentist and Dental Hygienist in the clinic settings:</p> <ul style="list-style-type: none"> <li>• Sets up and closes dental operatories daily;</li> <li>• Prepares solutions for use in the clinics;</li> <li>• Cleans and disinfects dental operatories and reprocesses dental instruments in accordance with IPAC standards;</li> <li>• 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;</li> <li>• Processes radiographs and documents clinical findings;</li> <li>• 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;</li> <li>• Performs various clerical duties, which include booking appointments, submitting, and reconciling dental claims.</li> <li>• Contribute to team and agency effectiveness.</li> </ul>					

**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:**

- Previous experience working with Cleardent or another electronic/paperless documentation practices;
- 3 - 5 years clinic dental experience as a Dental Assistant Level II;
- Completion of current infection prevention and control courses;
- Previous experience with seniors, adults and/or children on publicly funded dental programs.

**Deadline: 4:00 pm, FRIDAY, FEBRUARY 24, 2023**

**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.

For further details: refer to the **Dental Assistant - Level II HSO** position description.

**For both internal SMDHU applicants and external applicants** interested in applying for this position, please forward your completed application to Human Resources at [hr@smdhu.org](mailto:hr@smdhu.org) referencing posting #23-24 in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter including specific examples in detail of how you meet the minimum requirements and qualifications of this position. The cover letter is to clearly identify:

- How your education meets the educational requirements listed.
- How your experience meets the experience requirements listed.
- How your experience meets each of the minimum requirements of the job listed.
- How your education and/or experience meet each of the qualifications listed which are considered assets in this competition

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.**

Up to date COVID-19 vaccination is an essential requirement of the job. An individual is "up to date" on their vaccinations if they have received all doses recommended by the Ontario Ministry of Health in their primary series of COVID-19 vaccine, including relevant booster doses based on established eligibility criteria 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.*