

Internal ☒ / External ☒
25-75

Position:	DENTAL ASSISTANT		Number of Positions:	1
Classification:	TEMPORARY	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK
Department:	CLINICAL SERVICE		Program:	ORAL HEALTH – COMMUNITY PROGRAM
Location:	BARRIE - CLINIC		Anticipated Date of Hire:	DECEMBER 22, 2025
Salary Range:	\$33.61 – \$37.65 HOURLY		Position Duration	ANTICIPATED TO LAST UP TO JUNE 19, 2026, WHICH MAY BE SUBJECT TO AN EXTENSION IF REQUIRED
			Posting Date:	NOVEMBER 6, 2025
Criminal Record Check:	Required ☒ YES ☐ NO		Vulnerable Sector Screening:	Required ☒ YES ☐ NO

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 notably Healthy Smiles Ontario. 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 and Cleardent).

Position is subject to a 13-week summer layoff with dates to be determined.

See the Dental Assistant position description for further details.

Responsibilities:

- 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.

Specific knowledge, skills, abilities:

- Intermediate knowledge of dental assisting and infection control standards;
- Demonstrated oral and written communication skills, including charting;
- Demonstrated 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 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 Oral Health Information Support System (OHISS) and other electronic dental record management systems;
- More than 3 years clinic dental experience as a Dental Assistant;
- Previous experience with children on publicly funded dental programs.

Deadline: 4:00 pm WEDNESDY, NOVEMBER 19, 2025

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** 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 referencing posting **#25-75** 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.
- Specific examples of how your experience meets the experience requirements listed.
- Specific examples of how your experience meets each of the minimum requirements of the job listed.
- Specific examples of how your education and/or experience meet each of the preferred assets listed in this competition.

Applicants who fail to satisfactorily provide all of the detailed 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 as you would have missed the application deadline.

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.

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.