

Certified Dental Assistant Internal and External Posting

Competition #: 24.43	Program: Oral Health	
Date Posted: December 5, 2024	Date Closed: January 6, 2025	
Location: Belleville	Type: Full Time Contract	FTE: 1.0
Commencement Date: ASAP	End Date: up to 12 months	
Status: CUPE	Salary: \$27.71 - \$32.14 per hour	

Hastings Prince Edward Public Health will be merging with Kingston Frontenac and Lennox & Addington Public Health, and Leeds, Grenville & Lanark District Health Unit as of January 1, 2025, to form the South East Health Unit. This position will continue to be filled under the new merged agency.

POSITION SUMMARY:

The Certified Dental Assistant provides dental health services and programs for seniors, children, and youth in accordance with the Ontario Public Health Standards (OPHS). This includes chair-side assisting, scheduling client appointments, and supporting efficient clinic operations for public health dental programs and services.

Responsibilities Include

- Provides chair-side duties by assisting Dental Providers in the delivery of care in fixed and remote clinics.
- Exposes and processes radiographs in compliance with HARP (Healing Arts Radiation Protection).
- Participates in the efficient operation of programs through support functions including coordinating and scheduling clients for clinic appointments, packing supplies, and assisting with inventory.
- Completes maintenance and operating requirements for clinics and mobile vans.
- Discusses treatment needs and develops treatment plans with clients.
- Organizes referral appointments for clients requiring dental specialists.
- Answers dental related inquiries from a variety of sources.
- Provides oral hygiene instruction and topical fluoride to clients in accordance with standards.
- Provides complete, accurate and clear documentation.
- Assists with follow-up procedures.
- Participates in the development of, and revisions to, appropriate resources and teaching materials.
- Prepares and sterilizes instruments, maintains equipment, and performs lab duties on a rotational basis.
- Plans, develops, and provides oral health education to community agencies and the community at large within HPEPH catchment area.
- Performs other related duties as assigned.

Organizational Responsibilities

- Establishes and cultivates positive working relationships with community partners, clients, staff, and management.
- Actively serves on internal and external committees, work groups, etc. for HPEPH as assigned, and participates in the development of operational plans, as requested.
- Models, supports, and endorses Ontario Public Health / HPEPH values and change initiatives.

- Demonstrates a commitment to the HPEPH mission and values and acts as an ambassador for HPEPH when in contact with the public and other agencies.
- Responsible for planning and implementing own professional development plan in consultation with the Program Manager.
- Where appropriate, identifies risk and implements risk mitigation strategies.
- Utilizes the structure of evidence informed decision making (EIDM) throughout their decision-making process.
- Follows all applicable HPEPH, Ontario Public Health standards, legislation, and professional standards.

MINIMUM QUALIFICATIONS:

Education

- Completion of a Dental Assistant diploma or certificate program from a recognized school.
- Certified Dental Assistant Level II designation (including current HARP certification).

Experience

- One (1) year experience as a dental assistant.
- Previous experience in public health dentistry or teaching setting is preferred.
- Previous treatment coordination experience is an asset.

Knowledge, Skills, and Abilities

- Demonstrated ability to work with priority populations and provide oral health education and instruction.
- Excellent communication, organization, and teaching skills.
- Computer proficiency (Microsoft Office) and a demonstrated ability to learn new software programs.
- Immunizations must be up-to-date and maintained in compliance with all applicable HPEPH policies.
- Valid Ontario driver's license (Class G) and access to a reliable vehicle.
- Satisfactory Vulnerable Sector Check.

Working Conditions:

Interact with clients in a variety of clinical, community and school locations throughout Hastings and Prince Edward Counties, including use of the Mobile Dental Van. Flexible working hours required, with evening services on a regular basis. Normal working hours are 8:30AM – 4:30PM.

Contract Duration:

This position will start as soon as possible and continue up to 12 months.

If you are interested in applying, please review our [Submission Guidelines](#) on our website.

Applications must be emailed to: careers@hpeph.ca

HPEPH welcomes applications from individuals living with disabilities. To make arrangements for accommodation during the recruitment process, please contact Human Resources.

Hastings Prince Edward Public Health is situated and provides services on the traditional territory of the Anishinaabe, Huron-Wendat and Haudenosaunee people.