

**Internal / External
21-29**

Position:	DENTAL ASSISTANT		Number of Positions:	2
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:	JUNE 21, 2021
Salary Range:	\$30.74 – \$34.45 HOURLY		Posting Date:	MAY 19, 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:

Providing oral health programs, in accordance with Ontario Public Health Standards, in elementary schools including the screening program, Dental Indices Survey (DIS), clinical preventive services including oral hygiene instruction and oral health presentations.

Position is subject to annual summer lay-off (July to October).

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;
- 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.

Deadline: 4:00 pm, WEDNESDAY, MAY 26, 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.

For further details: refer to the DENTAL ASSISTANT position description at: www.simocemuskokahealth.org

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **21-29** 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 #**21-29** 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 # **21-29** 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.

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.