



**HASTINGS PRINCE EDWARD
Public Health**
Posting 19.13

Classification: Certified Dental Assistant	Program: Healthy Growth & Development
Date Posted: May 14, 2019	Date Closed: May 22, 2019
Competition #: 19.13	Commencement Date: ASAP
Type: Contract – up to July 2020	Location: Belleville
Status: CUPE	FTE: 1.0 (contract)

POSITION SUMMARY:

The Certified Dental Assistant provides dental health services and programs in accordance with the Ontario Public Health Standards and local needs. Delivers oral hygiene instruction and assists at screening and Preventive Services Clinics for children aged 0 to 17 years.

Responsibilities Include:

- Implements comprehensive oral health programs and services to promote oral health for children and youth.
- Applies topical fluoride as required.
- Provides oral hygiene instruction to children and adolescents in accordance with standards.
- Records information for dental screening, surveillance and preventive services clinics. Assists with follow-up procedures.
- Participates in the efficient operation of programs through support functions including scheduling clients for preventive clinics, packing supplies, and assisting with inventory.
- 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 the HPEPH catchment area.
- Compiles reports and statistics for the dental health programs, as required.
- Organizes and/or participates in selected community events, such as Oral Health Month, School Health Fairs, etc.

Organizational Responsibilities

- Establishes and cultivates positive working relationships with community partners, clients, staff, and management.
- Maintains effective intra-agency and interagency communication and public relations.
- 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, legislation, and professional standards.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education

- Dental Assistant certificate from a recognized school.
- Certified Dental Assistant Level II designation.

Experience

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

Knowledge, Skills, and Abilities

- Demonstrated ability to work with priority populations and to provide oral health education and instruction.
- Computer proficiency (Microsoft Office) and a demonstrated ability to learn new software programs.
- Immunizations must be up-to-date, in compliance with all applicable HPEPH policies (and maintained, subsequent to hiring).
- Valid Ontario Driver's license.
- Satisfactory Criminal Reference Check.

Working Conditions:

Interacting with clients in a variety of clinical, community, and school locations; flexible working hours required, with evening services on a regular basis. Normal working hours are 8:30AM – 4:30PM.

If you are interested in submitting your CV, we would encourage you to review our Submission Guidelines.

Applications must be emailed to: careers@hpeph.ca

HPEPH welcomes those with disabilities. To make arrangements for accommodation during the recruitment process, please contact Human Resources.