



Southwest Ontario  
Aboriginal Health  
Access Centre

## Position: Dental Assistant Level II

**Location: London & Chippewa**

**Status: 1 x Full-time**

**Posting Date: March 10, 2022**

**Southwest Ontario Aboriginal Health Access Centre (SOAHAC)** is a diverse, dynamic, multiservice Indigenous health and wellness agency. We strive to provide quality, wholistic health services by sharing and promoting traditional and western health practices to enable people to live in a more balanced state of well-being. SOAHAC provides services to Indigenous people including those who live on and off reserve, status, non-status, Inuit, and Metis within the Southwest, Waterloo Wellington and Erie St Clair regions. SOAHAC has a mandate of ensuring that health services are accessible, of high quality, and are culturally appropriate. It is SOAHAC's objective to build health care capacity within Indigenous communities. Currently, we are seeking the services of a **Dental Assistant** to join our interdisciplinary staff team to work at our **London and Chippewa** sites.

**Position Summary:** The Dental Assistant, under the direction of the Integrated Care Manager and the Dentist, makes decisions within the context of prescribed instructions, guidelines and/or policies and procedures. Based on the knowledge of the organization and Dental Services, as well as, the socioeconomic and cultural level of a client's needs, the Dental Assistant exercises sound judgement in making decisions that may be beyond the scope of instructions or documentation. The Dental Assistant is responsible for contributing to the clinical and preventive dental health programs that are offered in the community.

### **Requirements (Knowledge, Skills and Abilities):**

- Completion of a Dental Assistant diploma or certificate program; or Certified Dental Assistant
- Current HARP certification
- Current CPR certification
- Computer proficiency including proven ability to use relevant technology
- Experience using computer-based data collection/ electronic medical records program
- Experience working with ABELdent an asset
- Experience working reception and chairside an asset
- Valid Ontario "G" Driver's license; personal auto insurance and access to a reliable vehicle
- Willing to participate in Indigenous Cultural Safety Training, teachings and ceremonies.
- Clean and current vulnerable sector police check as a condition of employment
- Up to date immunization record including at least 2 COVID-19 vaccinations

### **Responsibilities:**

- Provides all chairside and reception duties that may reasonably be expected of a Certified Dental Assistant.
- Greets clients upon arrival and obtains medical and dental history and ensures proper documentation. Performs any necessary check-in screening.
- Creates a chart and enters all information on computer for the patient.
- Prepares and submits accounts for payment. Assists patients from other dental offices in completing proper forms and explaining how CINOT, Healthy Smiles Ontario, Ontario Works and referrals are carried out.

- Schedules appointments, answers dental health inquiries from clients, and confirms appointments with patients including recall and screening appointments
- Organizes referral appointments for patients to dental specialists' offices.
- Oversee inventory, orders and restocks all supplies for the clinic and ensures that sufficient supplies and instruments are always on hand.
- Maintains and services equipment including sterilizers, dental compressor and vacuum, x-ray developer and dental carts.
- Handles and disposes contaminated dental sharps. Works in an environment with a constant exposure to blood and saliva often with high-speed intraoral devices producing aerosols. Disinfects, sterilizes and cleans equipment, instruments, work and office areas according to universal procedures using appropriate disinfectants and sterilizing solutions
- Exposes and develops radiographs (x-rays).
- Assists Dentists and Dental Hygienists with patient care.
- Provides preventive dental health instruction to groups and individuals.
- Inputs and retrieves data to and from dental and other software packages.
- Packs and transports portable dental chair, instruments, teaching aids and handouts to and from schools and long-term care facilities and other work sites.
- Sets up temporary dental clinic off site using transported equipment.
- Records pertinent data provided by hygienist during screening procedures.
- Schedules appointments and makes follow-up and reminder calls for the dental clinic and medical clinic as required
- Manages incoming communications including faxes
- Experience working with Indigenous people in community-based settings an asset

***This job may require additional responsibilities and duties as assigned by Southwest Ontario Aboriginal Health Access Centre.***

**This position is full-time (35 of hours x 5 days per week). Salary is competitive and subject to experience. Comprehensive benefit and pension package (HOOPP) included.**

SOAHAC values diversity and is an equal opportunity employer; however, hiring preference will be given to qualified Indigenous applicants. SOAHAC is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

**If you are interested in applying for this position, please forward your cover letter and resume to:**

Email: [careers@soahac.on.ca](mailto:careers@soahac.on.ca)

Subject line: **Dental Assistant, Level II- London & Chippewa**

Or mail to: **Human Resources  
Southwest Ontario Aboriginal Health Access Centre  
425 - 427 William Street,  
London, ON N6B 3E1**

Closing Date: **March 24, 2022**

*Please visit **Southwest Ontario Aboriginal Health Access Centre** online at: [www.soahac.on.ca](http://www.soahac.on.ca) or like us on [www.facebook.com/soahac](https://www.facebook.com/soahac) to learn more about us!*

*We thank all those for applying but only those selected for an interview will be contacted.*