



## Internal & External Posting

### Certified Dental Assistant, Dental Program

**Permanent Part-Time Position: 14 hours per week**

**Position Expected Start Date: April 1, 2024**

**Salary: \$22.65 to \$27.17 per hour**

**Location: East Mississauga Site**

**Proof of Vulnerable Check required prior to hiring**

LAMP Community Health Centre is a multi-service, community based charitable organization that provides a wide range of programs and services to improve a person's health. LAMP uses a co-ordinated approach to connect people to medical services and other programs that build personal resources. By providing services that improve physical, emotional, social and economic well-being, people can better control their health and environment.

#### Job Summary

- Under the supervision of the Dental Program Manager the Dental Assistant works in LAMP at the East Mississauga Branch as part of an interdisciplinary team within the objectives of the Healthy Smiles Ontario and Region of Peel Seniors' dental programs, as well as and potentially underserved communities that include LGBTQ+, isolated persons, racialized individuals, immigrants and refugees, if eligible.
- Provides chair-side support to the dentists in four-handed dentistry, and maintains a safe and effective work environment for the staff and clients.
- Committed to the goal of improving the dental health of people living in the community.
- The incumbent will ensure that all organizational policies are followed.

#### Primary Responsibilities

- Prepare all operatories and equipment, including infection control measures, at the start of the day and between clients; set up and close the dental operator daily, maintaining an organized work environment.
- Receive and prepare patients for dental providers.
- Perform all Level II CDA duties according to the ODAA Certification and HARP certification.
- Record and assist with maintaining client charts, clinic progress notes and CHC clinical records.
- Triage urgent care calls, and handle follow-up with patients and external providers and services regarding test results.
- Support maintaining inventory and equipment as necessary, perform autoclaving, monitor equipment functioning.
- Prepare records for accounts payable, and the funder

- Administers the dosimeter program for monitoring exposure to radiation.
  - Teach oral hygiene to patients for patient education and prevention programs, including demonstrations for brushing and flossing.
  - Adhere to infection control standards (PIDAC routine precautions) at all times.
  - Admin support as needed such as reception, confirmations, administrative tasks
- Participate in health promotion and advocacy activities for oral health

### Required Qualifications

- Certified Level II training and in good standing with the ODAA, HARP certified.
- Three years' experience in a large dental clinic.
- One year's experience in a community dental clinic.
- Knowledgeable of confidentiality and privacy regulations.
- Thorough knowledge and understanding of dental, laboratory and charting procedures, as well as health and safety hazards and preventive practices.
- Demonstrated ongoing continuing education in practice and knowledge areas.
- Ability to multi-task in a fast paced environment.
- Demonstrated ability to work effectively in a multidisciplinary environment.
- Demonstrated commitment to and knowledge of the principles of primary/dental health care, community-based health care and health promotion principles and values.
- Excellent interpersonal skills necessary to work effectively across all levels of the organization's diverse workforce.
- Excellent communication skills, both verbal and written, with the ability to clearly convey information and ideas.
- Positive attitude and dependability with strong initiative and the ability to work both independently and in a team oriented atmosphere.
- Open minded, eager and willing to constantly learn and improve oneself.
- Knowledge of East Mississauga Community Health Centre, the Peel community, and/or a second language that is reflective of the community being served are all preferable assets.

### Proficiency in the Following Computer Skills

- Solid working knowledge and ability to navigate a PC windows environment, including shared drives.
- Strong skills and experience using Microsoft applications (Word, Outlook, Excel, PowerPoint & Publisher).
- Strong skills and ability to easily navigate the internet/intranet environment.
- Experience and accuracy using electronic charting applications and digital radiography.
- Ability to learn new software quickly and willingness to continuously develop technology skills

### Working Conditions

- Operatory assigned for individualized care, including appropriate chairs and stools.

- Must take precautions to limit exposure to potentially infectious diseases.
- Ability to multi-task and appropriately prioritize in a dynamic environment.
- Ability to stay focused with frequent interruptions.
- Capacity for compassion in coping with clients who have many unmet needs.
- Requires some work on weekends and evenings.
- Ability to effectively understand the appreciation of guiding fundamentals at LAMP, i.e. Health Promotion, Anti-Oppression; Harm Reduction and the principles of community-based practice. "Walk the talk."
- There is an expectation for all employees to participate in two events per year for the agency; these events may be during the evening or on a weekend.

### Physical Requirements

- Personal Protective Equipment required when providing services.
- Accurate and steady hand and eye coordination required.
- Frequent data entry, with extended periods of time sitting stationary in front of a monitor while keyboarding.
- Ability to balance all job requirements in a busy atmosphere, including responding promptly to all communication.
- Occasional standing for extended periods of time and some occasional lifting may be required.
- Demonstrates good and safe work habits, and maintains a clean working environment.
- Ensures full compliance with LAMP's Health & Safety regulations and LAMP's policies and procedures.

As part of our mandate for inclusivity, reasonable accommodations can be made for all incumbents to perform the described physical functions of the aforementioned job.

*LAMP Community Health Centre is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.*

Please send your resume with a cover letter to **Human Resources:**

<b>Email Address</b>	<b>recruiting@lampchc.org</b>
<b>Subject</b>	<b>Job Opening for PT Dental Assistant, Dental Program</b>
<b>Internal Deadline</b>	<b>5:00 pm on Thursday, February 22, 2024</b>
<b>External Deadline</b>	<b>5:00 pm on Thursday, February 29, 2024</b>

***We thank all applicants for their interest. However, only those selected for interviews will be contacted.  
No phone calls please.***