

# External Posting

## Supervisor, Dental Programs



**Permanent Full Time Position; 35 hours a week**

**Expected Start Date: ASAP**

**Sites: Mississauga, various locations**

**Salary Range: \$54,299 - \$65,179/year (\$29.83-\$35.81/hour)**

*This is an existing opening. No Artificial Intelligence tools will be used to screen, assess or select candidates*

### Organization Background

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.

Our organization is grounded in principles of health equity, and we are committed to delivering services and programs through an anti-racism, anti-oppression lens. We strive to create a healthier community by putting people first and addressing systemic barriers to care.

### Job Summary

At the heart of our work is an interdisciplinary approach that delivers holistic, community-based care – with a strong focus on individuals who experience barriers to accessing health services. Our team is deeply committed to inclusivity and works within the social determinants of health framework, emphasizing prevention, health promotion, and client education.

Reporting to the Manager, Dental Health Programs, and accountable to the Senior Director of Clinical Health Services, the Supervisor, Dental Health Programs provides support to the Dental Health Care (DHC) administrative team, providers, and DHC management across the dental program sites. The Supervisor, Dental Health Programs is responsible for the direct supervision of the certified dental assistants and dental receptionists, and ensures efficient, quality, and integrated service delivery.

### Primary Responsibilities

- Responsible for the recruitment, orientation, training, scheduling, supervision, and evaluation of the Dental Reception and Certified Dental Assistant teams, as well as applicable contract, agency, relief staff, students, and volunteers.
- Supports the timely completion of key deliverables such as monthly reports, other reporting requirements, evaluations, denture co-payment report, and chart audits
- Provides input in the development and evaluation of policies, and procedures to support program enhancement and the development of quality and process initiatives
- Contributes to overall team functioning of the dental program as whole by providing support and feedback; advisement to all dental staff regarding optimal daily operations, client flow, improved capacity and client satisfaction.
- Works with interdisciplinary teams to collectively support client needs, and participates in activities that seek to strengthen collaborative teamwork.
- Leads and participates in oral health promotion, presentations, outreach, advocacy, community education, and resource development in order to promote access to oral health and better serve the community
- Performs a leadership role representing LAMP programs and objectives to stakeholders, partners, and communities served; fostering and building those relationships.
- Local onsite support at various clinic locations, some evening, weekends, and travel may be required.

## Required Qualifications

- Post-secondary education in health care management, health sciences, community health or related equivalent. Dental reception or Level II Dental Assistant certification preferred.
- Minimum of three (3) years of clinical supervisory experience within a dental environment, experience within a public health or community health environment an asset.
- Excellent communication skills and excellent interpersonal skills to work effectively within a multi-disciplinary team, and all levels of the organization's diverse workforce.
- Demonstrated ability to coach and support high functioning cohesive teams.
- Knowledge of Infection, Prevention and Control (IPAC), the Personal Health Information Protection Act (PHIPA) and the Personal Information and Electronic Documents Act (PIPEDA).
- Exceptional organizational skills to effectively prioritize tasks in order to meet deadlines/targets.
- Open minded, eager, and willing to constantly learn and improve oneself.
- Demonstrates the ability and willingness to align oneself with the values, vision and goals of LAMP Community Health Centre.
- Knowledge of LAMP Community Health Centre, the South Etobicoke or Peel community, and/or a second language that is reflective of the community being served are all preferable assets.

## What We Offer

For qualifying full-time and part-time employees and pro-rated to full time equivalent:

### Comprehensive Health & Wellness Coverage

- Extended health and dental: coverage for prescription drugs, vision, health practitioners and more
- Group life insurance
- Employee Assistance Program (EAP): free, confidential support
- Healthcare discounts via Altum Health for services like massage therapy and physiotherapy
- Free access to Calm (meditation, sleep stories, self-care tools) and employee engagement platform Motivosity
- 4 weeks of vacation to start plus paid sick days
- 11 paid statutory and organizational holidays
- Pension: membership in the **Healthcare of Ontario Pension Plan (HOOPP)**

### Growth, Purpose & Community Impact

- Paid orientation, ongoing training, and professional development opportunities
- On-site and e-learning, plus access to course fee support
- Opportunities to serve diverse communities through inclusive, client-centered care
- Collaborative work environment focused on innovation and continuous improvement
- Active involvement in internal/external committees and community partnerships
- A workplace committed to equity, diversity, and removing barriers to accessibility

*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. Requests for accommodation due to disability can be made at any stage in the recruitment process.*

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 Supervisor, Dental Programs</b>
<b>External Deadline</b>	<b>Open until filled</b>

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