

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (PUBLIC HEALTH SERVICES - HEALTHY FAMILIES DIVISION - COMMUNITY DENTAL SERVICES - MULTIPLE LOCATIONS)

DENTAL ASSISTANT (SCHOOL) – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor, Community Dental Services & Vision Screening, the Dental Assistant – School, assists the Registered Dental Hygienist to advocate, promote and provide dental public health programs outlined in the Ministry of Health (MOH) Ontario Public Health Standards (OPHS), the Health Protection and Promotion Act and Healthy Smiles Ontario. Works with and acts as a recorder to Dental Hygienist at School Program Clinics. Provides clerical/administrative support for case follow-up. Supports the delivery of dental health promotion projects and programs. Charts information during surveys and examinations. All services are to be delivered in a professional, respectful and non-discriminatory manner.

GENERAL DUTIES

Co-ordinates with and provides clerical/administrative support, including recording, to Registered Dental Hygienist while implementing the OPHS Oral Health Protocol, oral screening, assessment and surveillance at City of Hamilton schools.

In coordination with the dental hygienist the Dental Assistant - School prepares supplies needed for school screenings.

Records information during screenings and ensures documentation is complete to meet all legislative and organizational requirements.

Maintains accurate and confidential client records according to PHIPA requirements in the delivery of all public health dental programs. Must understand and maintain client confidentiality with a high degree of integrity and respect for privacy.

Keeps informed with Ministry updates to the OHISS database and enters data with the understanding of dental terminology into a laptop computer for school screening. Uploads information to the Ministry (MOH) database.

Helps the dental hygienist with follow-up for Ministry mandated programs. Inputs and mails Parent Notification Forms (PNFs). Maintains data and prepares reports as required.

Assists the dental hygienist at Preventive dental clinics including mobile clinics. Duties may include: greeting the public, assisting with equipment set up, room turnover, disinfection of room, fluoride application, completing and processing forms for seamless delivery of services, other clinic related duties as needed.

Adheres to all Infection Prevention and Control (IPAC) requirements during school dental screening and while providing support in community preventive clinics.

Provides excellent customer service. Answers the telephone and provides oral health information to parents and the public in a patient and friendly manner. Provides coverage to the Dental Line as needed.

Using advanced dental knowledge assists with oral health resource development and allocation of resources.

Functions as a resource person to Public Health and the community at large through presentations and demonstrations to improve oral health awareness and promote principles of preventive oral health care.

Serves as a member of Divisional and Departmental committees as required.

Perform other duties as assigned which are directly related to the responsibilities of this position.

QUALIFICATIONS

1. Level 2 Certified dental assistant in good standing required.
2. Previous experience related to duties listed above acquired through education and related work experience.
3. Demonstrated knowledge of and ability to adhere to IPAC requirements in the dental environment.
4. Demonstrated ability to communicate with children/youth, parents and the public by telephone and in person with tact and patience.
5. Highly developed customer service and interpersonal skills. Proven ability to deal with people in a difficult situation in a professional manner.
6. Experience in a computerized environment. Working knowledge of Microsoft Office XP (Microsoft Outlook, Word, Excel and database software).
7. Demonstrated ability to maintain an efficient filing system in order to access information quickly and efficiently.
8. Superior organizational skills.
9. Must possess a Valid Class G Driver's License.
10. Provision of a vehicle for use on the job.
11. Current C.P.R. Certification.
12. Must be able to lift and transport dental supplies and equipment to Schools and Preventive Clinics.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE

NOTE:

The successful candidate will be required to provide immunization records, which may include TB testing prior to the start of employment to meet the requirements of the Staff Immunization and Surveillance Policy and Procedure

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE
