

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(HEALTHY FAMILIES DIVISION – COMMUNITY DENTAL SERVICES – LOCATION – 1447 UPPER OTTAWA ST.)

DENTAL ASSISTANT (CLINIC) – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor, Dental Services, the Dental Assistant acts as a chairside assistant at the dental clinic and the Dental Health Bus. Prepares patients for treatment and provides oral hygiene instruction and dental health education to patients. Assists with instrument processing and scheduling client appointments. Exposes radiographs as prescribed by Dentist. Provides general program information and referral to community services.

All services are to be delivered in a non-discriminatory manner.

GENERAL DUTIES

Acts as a chairside assistant in the community dental services dental clinics.

Prepares patients for treatment, arranges instruments, prepares materials and medications and keeps the operating field clear during procedures.

Sterilizes instruments.

Maintains all dental equipment and the inventory of clinical supplies.

Maintains the clinical and sterilization areas and reports any deficiencies to the Supervisor, Dental Clinic Services.

Exposes, processes and mounts dental radiographs.

Acts as a recorder to the Dental Hygienists and Clinic Dentists and charts the information during surveys and examinations.

Provides oral hygiene instruction and dental health education to clinic patients as needed.

Maintains/conducts daily, weekly and monthly quality assurance standards.

Assists with answering the telephone and providing routine information to callers.

Provides assistance to clients with registrations and paper work.

Assists with booking appointments for patients.

Assists with ordering supplies as required.

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

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

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

QUALIFICATIONS

1. Experience related to duties listed above normally acquired through a combination of education and related work experience. Experienced Level 2 Certified Dental Assistant an asset. Must possess HARP certification.
2. Current knowledge of and ability to follow a full range of dental clinical procedures and protocols.
3. Demonstrated knowledge of supplies, equipment, and/or services ordering and inventory control.
4. Demonstrated knowledge of patient evaluation and triage procedures.
5. Demonstrated ability to work as a team member within a clinical environment.
6. Demonstrated ability to set up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines. Ability to operate, maintain, and troubleshoot a wide range of dental equipment in accordance with prescribed procedures and standards.
7. Working knowledge of regulations and guidelines for the provision of dental outpatient services.
8. Demonstrated ability to develop and process dental radiographs. Demonstrated knowledge of radiation safety procedures, standards, and protocols. Experience working with digital radiography would be considered an asset.
9. Demonstrated knowledge and ability of sterile procedures. Demonstrated knowledge and ability to maintain asepsis.
10. Experience in a computerized environment. Working knowledge of Microsoft XP (Microsoft Outlook, word and Excel). Working knowledge of OHISS and Abeldent would be considered an asset.
11. Must possess a valid Class "G" Driver's Licence.
12. Provision of a vehicle for use on the job.
13. Current C.P.R. Certification.

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

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