

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (HEALTHY FAMILIES DIVISION – COMMUNITY DENTAL SERVICES – LOCATION – 110 KING ST. W.)

DENTAL CLINIC LAB ASSISTANT – CUPE 5167

SUMMARY OF DUTIES

Under the direction of the Supervisor, Dental Clinic Services, the Dental Clinic Lab Assistant acts as a support to the clinic, Dental Clinic and Dental Health Bus.

GENERAL DUTIES

Sterilizes instruments for dental clinic, community dental team and other public health programs as needed.

Maintains inventory of dental clinic supplies on spreadsheets. Liaises with suppliers/vendor and follows up on maintenance/orders as required.

Orders and receives supplies as required for dental clinic, Dental Health Bus and Community Dental team.

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

General maintenance of lab equipment, completes equipment log.

Maintains and conducts daily, weekly, monthly quality assurance standards related to the dental lab, including but not limited to infection prevention and medical emergency kit.

Maintain MSDS registry.

Ensures safe storage and collection of sharps.

Assists with booking appointments for clients when required.

Assists with answering the telephone and provides routine information to callers when required.

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

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.

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

QUALIFICATIONS

1. Previous experience related to duties listed above normally acquired through a combination of education and related work experience.
2. Demonstrated experience sterilizing instruments and performing quality assurance procedures in a dental setting.
3. Knowledge of dental supplies, ordering and inventory control.
4. Ability to work as a team member in a fast paced clinical environment.

5. Demonstrated knowledge of and experience with Infection Prevention and Control (IPAC) requirements in accordance with Public Health Ontario standards.
6. Experience in a computerized environment. Demonstrated ability working with Microsoft Office (Word, Outlook and Excel). Knowledge of database software such as Abledent would be considered an asset.

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