

## CITY OF HAMILTON

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

#### DENTAL BUS LAB ASSISTANT/DRIVER – CUPE 5167

#### SUMMARY OF DUTIES

Under the direction of the Supervisor, Dental Services - Seniors, the Dental Bus Lab Assistant/Driver acts as a support to the Seniors Oral Health program and Dental Health Bus. Responsible to drive the Dental Health Bus to designated location(s). Sets up bus at designated location in a safe manner for Dental Health Programs.

#### GENERAL DUTIES

Performs cursory vehicle inspections. Drives vehicle in a safe and proper manner including during adverse road and weather conditions. Monitors vehicle performance, reports irregularities to Supervisor.

Sets up bus at designated location(s) in a safe manner for the delivery of Dental Health Programs.

Maintains awareness of manual of operating instructions, Highway Traffic Act and Public Vehicles Act.

Completes appropriate reports, i.e. accident reports. Reports other information and problems to Supervisor, such as weather and road conditions.

Reprocesses instruments on the dental health bus and maintains sterilization logs as required by Public Health Ontario Infection Prevention and Control (IPAC) standards in dental settings.

Maintains reprocessing area and reports any deficiencies to the Supervisor.

Responsible for sterilization monitoring, quarantining, instrument storage and implementing contingency plans in the event of a reprocessing failure (e.g. instrument recall).

Maintains and tracks inventory of dental clinic supplies. Liaises with dental clinic for supplies and fleet services to follow up on maintenance/orders as required.

Orders and receives supplies as required for dental health bus.

Responsible for adhering to Manufacturer's Instructions for Use (MIFUs) for dental equipment use and maintenance. Completes and logs maintenance of equipment. Works in coordination with supervisor and dental equipment technician to arrange repairs and maintenance.

Conducts and documents required health and safety inspections. Monitors and documents maintenance of first aid kit and medical emergency equipment and kit.

Maintains and regularly updates SDS records.

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. Certified Dental Assistant or regulated Dental professional (e.g. dental hygienist) required.
2. Possess a point free driving record for three years previous to the application and at the time of hire and a valid driver's license, Class "D" or higher as minimum requirement. A copy of a recent driver abstract (obtained within past 2 months) must be filed with the application form.
3. Demonstrated ability to conduct vehicle inspections and to operate bus in a safe manner.
4. Knowledge of Highway Traffic Act and Public Vehicles Act.
5. General knowledge of diesel engines, natural gas and safety measures.
6. Physical ability to load and unload supplies.
7. Demonstrated experience reprocessing dental instruments as required by Public Health Ontario Infection Prevention and Control (IPAC) standards in dental settings.
8. Experience with dental equipment, instruments, inventory control and ordering of supplies.
9. Experience with booking dental appointments and knowledge of Abledent an asset.
10. Ability to work as a team member in a fast paced clinical environment.
11. Experience in a computerized environment. Demonstrated ability working with Microsoft Office (Word, Outlook and Excel).

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

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