

Dental Assistant Career Opportunity

Position Summary

Reporting directly to the Manager of the Saul Sair Health Centre, the Dental Assistant will assist Volunteer Dental Professionals. As part of Siloam Mission's mandate to be a connecting point between the compassionate and less fortunate, you will be expected to facilitate volunteers whenever possible in the performance of your duties.

Duties and Responsibilities

- Ordering all supplies required for the dental program
- Assisting volunteer dentists with dental procedures which include, but are not limited to, the following: X-rays, impressions and lab scripts, restorations, extractions, hygiene, oral health instruction, dentures, rubber dam, and endodontics
- Preparing patients for dental procedures by explaining procedures, advocating, referring, and building relationships
- Networking with individuals such as insurance companies, family services, First Canadian health, dental supply companies, different dental associations, dental specialties (oral surgeons, pediatrics), and dental laboratories
- Cleaning and maintaining equipment
- Actively collaborate with other dental programs in the inner city, always acting in the best interest of our patrons

Administration:

- Responsible for organized and efficient billing, working in collaboration with the Accounting Department, and Health Centre Director
- Initiating and maintaining infection control policies and procedures including sterilization processing
- Scheduling of patients and/or fitting in walk-in patients
- Proactively pursuing donations of supplies and equipment, as well as responding to offers of donations of supplies
- Attend meetings, conferences, speaking engagements, writing articles etc. for the purpose of promoting the dental program
- Participate in health centre meetings
- Working alongside the volunteer department, assist with volunteer events, both making an effort to include health centre volunteers and/or coordinating volunteer events specific to health centre volunteers

Medical:

- Assist with ordering supplies
- Recruiting, orienting and scheduling volunteers, in the absence of the Manager
- Greeting patients, answering phones, and intake of patients along with the health centre volunteers and Manager

- Work with other health centre staff to make volunteers feel welcome and appreciated
- Triage patients when emergency situations arise

Qualifications

- Dental Assistant Certification and a licensed member of the MDAA with current continued education
- 2-4 years related experience
- Experience with and understanding of appropriate insurance and social assistance forms
- Desire to learn
- Excellent written and oral communication skills
- Strong organizational skills
- Ability to be flexible, demonstrate initiative and work independently, with minimal supervision
- Ability to develop and implement office procedures and systems
- Demonstrated ability to work as part of a team
- Competent computer skills, including the use of Microsoft Office
- Excellent interpersonal skills and the ability to form relationships with marginalized individuals
- Demonstrated understanding of the unique issues and barriers affecting the less-fortunate
- Highly developed understanding of and proven ability to communicate appropriate professional boundaries
- Have a heart for the disadvantaged community that we work with
- Awareness of the issues surrounding poverty, homelessness and social justice

Additional Information:

- Full-time/Part-time Monday-Friday, with one weekend/month, and occasional evening hours
- Reports to the Manager of the Saul Sair Health Centre
- Siloam is a Christian Humanitarian organization, discussion and agreement with Siloam Mission's Statement of Beliefs is part of the interview/acceptance process (<http://www.siloam.ca/about-us/beliefs-values/>)
- Salary and benefits are competitive in the non-profit sector

To Apply

Please send résumé and cover letter to:

Frank Ulrich

Human Resources Manager

Siloam Mission

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Email: frank.ulrich@siloam.ca