

Lambton County

Caring, Growing, Innovative

Certified Dental Assistant



Job Number:	J0617-0251
Job Title:	Certified Dental Assistant
Position Status:	Part Time
Union:	CUPE 1291
Division:	Public Health Services
Facility:	Lambton Public Health
City:	Point Edward, Ontario, Canada
Number of Positions:	1
Hours of Work:	3 days one week (Tuesday, Wednesday, Thursday), 2 days the next week (Tuesday, Thursday), 8:30am to 4:30pm
Wage Rate:	\$24.62 - \$27.58/Hour
Date Posted:	June 19, 2017
Closing Date:	July 3, 2017
Starting Date:	August 8, 2017

The County of Lambton is an urban-rural area in southwestern Ontario that is home to over 126,000 residents. The Corporation's seven divisions operate programs and services for the residents of Lambton County such as land ambulance, provincial offences court, three Long-Term Care Homes, 26 library branches, two museums, an art gallery, archives, local roadways, public health services, housing services, social services, building services and planning and development services. Lambton County is a community dedicated to economic growth, environmental stewardship and an enhanced quality of life through the provision of responsive and efficient services and collaborative efforts with its municipal and community partners.

POSITION OVERVIEW

To assist the Dental Hygienist in screening high risk adults and elementary school children, providing oral hygiene instruction and dental health education to ensure that the mandated dental criteria of the Ministry of Health's Child Care programs and services are met.

DUTIES AND RESPONSIBILITIES

Dental Screening & Follow-Up Procedures:

- Provides group presentations as required
- Scheduling of schools for survey
- Consent letter distribution for guardian signature
- Gather class lists, personal information and answer all questions and concerns, which are crossed referenced with consent forms to ensure accuracy
- Assist with the Dental Indices Survey and Screening in all Lambton schools
- Arrive at Lambton schools and set up dental hygienist equipment (i.e. portable dental chair, light, table, tools, etc.)
- Data Entry and ensure that all information is sent to the Ministry by the end of the year
- Assist in follow-up procedures for children requiring urgent and non-urgent dental attention
- Assist in screening children for entry into CINOT program (Children In Need Of Treatment) and Healthy Smiles Ontario programs.
- Ensuring eligibility criteria is met to allow for emergency dental care to be given

Infectious Control & Supplies:

- Maintain and prevent the spread of organisms in the dental setting by ensuring instruments are soaked in solution and returned to dental services for cleaning
- Sterilized instruments are rotated in storage to ensure current supplies on hand are used first
- Ensures that adequate dental supplies are available

Administrative Duties:

- Complete activity and program reports and compile statistics
- Tracking of dental resources allow for the development of monthly reports, educational sessions, pamphlets etc.
- Schedule and/or coordinate dental survey and screening with Principals of Catholic and Public schools

General:

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

Supervision Requirements

Direct Supervision: Not applicable

Indirect Supervision: Not applicable

Functional Authority: Not applicable

QUALIFICATIONS**Minimum Formal Education:**

- Grade 12 plus one year Community College program (Dental Assisting)
- Current CPR and First Aid certificates

Experience:

- Six months to one year of relevant service

A valid Ontario driver's license and use of a vehicle.

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