

JOB OPPORTUNITY

DENTAL ASSISTANT

Posting Date:	October 27, 2023	Closing Date:	Open Until Filled
Location:	Kirkland Lake	Position Type:	Full-Time, Temporary, Seasonal Maternity Leave Replacement
Salary Range:	\$44,051 - \$49,651	Expected Hours:	35 hrs / Week (Sept – June)

POSITION SUMMARY:

The Timiskaming Health Unit is seeking an independent, highly motivated individual to join its team of public health professionals. The individual will provide dental assistant and vision screening duties throughout various communities in the Temiskaming district (schools, daycares).

JOB RESPONSIBILITIES:

- Assists the Dental Hygienist with the provision of clinical preventive oral health services;
- Coordinate and provide school vision screenings for eligible school-age children;
- Deliver client support, oral health and program promotion activities;
- Assist with treatment coordination and clinical chair side assistance in the health unit dental clinic;
- Perform administrative duties as required;
- Process client applications and reassessments for oral health program eligibility.

QUALIFICATIONS:

- Must be a Certified Dental Assistant and have a current registration with the Ontario Dental Assistants Association;
- Strong interpersonal, organizational and communication skills;
- Ability to work with limited supervision;
- Working knowledge of electronic medical records and other Ministry recording systems (e.g. OHISS);
- Transportation to meet programming needs;
- Fluency in both official languages essential.

HOW TO APPLY:

Only those candidates selected for interviews will be contacted. Please apply to:

Randy Winters
Director of Corporate and Protection Services
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Timiskaming Health Unit
247 Whitewood Avenue, Unit 43
P.O. Box 1090, New Liskeard, ON POJ 1P0

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