



Requires a

Certified Dental Assistant

Immediately

Regular, Full Time (1.0 Full Time Equivalent (FTE))

1. Summary of duties:

The Certified Dental Assistant (CDA) works in collaboration with other Public Health professionals to plan, implement, promote and evaluate mandated and non-mandated oral health programs and services.

The CDA will assist the Dentist in providing clinical treatment services to eligible children, adults and/or seniors in a fixed clinical setting.

The CDA will also use their knowledge, expertise and clinical skills to assist the Registered Dental Hygienist to conduct oral health screening and provide clinical preventative services to eligible children, adults or seniors in various settings including fixed and portable clinical settings.

The CDA may participate in other school screening programs as requested.

2. Minimum qualifications and position requirements

Completion of a Community College program in Dental Assisting, or recognized equivalent.
Proof of Healing Arts Radiation Protection (HARP) approved designation.

- Demonstrated ongoing effective ability to perform the following:
 - use excellent written, oral, and interpersonal communication skills;
 - apply initiative, tact, diplomacy, and judgement in work related and work impacted engagements;
 - use excellent planning, organization and problem solving skills;
 - learn and work with custom computer programs, including Ministry of Health software and ClearDent dental software;
 - use a computer word processing, internet and email at an intermediate level
 - work productively and efficiently without the need for close supervision;
 - work effectively and respectfully with others;
 - adapt to new, different and/or changing requirements;
 - organize and manage workload;
 - adhere to provincial standards and internal policies related to infection prevention and control processes;
- Maintain up-to-date immunization according to the Ontario Publicly-Funded Immunization Schedule and/or the most recent edition of the Canadian Immunization Guide and the National Advisory Committee on Immunization as per the Peterborough Public Health policy.
- TB skin testing is required at the onset of employment and may be required as part of routine TB surveillance or follow-up of potential exposures.

3. Program Division Requirements:

- Working in a range of settings and travel throughout the City and County is required.
- Maintain ongoing access to viable transportation meeting the traveling requirements and demands of the position.
- Experience working with seniors.

4. Apply in writing to:

Email: careers@peterboroughpublichealth.ca

Peterborough Public Health is committed to meeting the needs of persons with disabilities.

Accommodation will be provided throughout the hiring process at the request of the applicant.

In applying for this job, make sure your resume and/or cover letter address the qualifications noted above.

Please note that only applicants to be given further consideration will be contacted for an interview.

5. Applications to be received no later than:

Friday, September 20, 2019, at 12:00 p.m.