



## Dental Assistant

Part-Time Regular Position, 0.4 FTE (14 hours/week), Bargaining Unit – UFCW – Local 175

Parkdale Queen West Community Health Centre (Parkdale Queen West CHC) is a dynamic, community-based health care organization serving mid-west downtown Toronto. Offering a broad range of services, including primary health care, dental care, harm reduction, health promotion, counselling, and community development programming, we are also committed to serving people who face barriers to health care, and we strive to reduce these barriers. We are seeking experienced harm reduction worker who share our passion for making a difference; you see this role as an opportunity to take the next step in your successful career while contributing to a vision of **Inclusive Communities. Responsive Healthcare. Healthier Lives.**

**General Responsibilities:** We are seeking a Dental Assistant as part of the Parkdale Queen West Dental Services team. The Dental Assistant will provide traditional chair side assistance in a busy practice providing treatment for community clients served by Parkdale Queen West. The Dental Assistant also carries out maintenance of operatories and equipment and general patient assistance. The Dental Assistant works with the dental team and other centre staff.

**Reporting Manager:** Supervisor, Dental Services

### Specific Responsibilities:

- Take clinical direction and instructions from the dentists.
- Prepare operatory for dental procedures. Including compressor and pumps in laboratory, turn on X-ray developer, does test x-ray. Maintains x-ray quality control. Dental unit waterline testing and purging.
- Chairside assisting: such as suctioning; retraction; mixing materials to correct consistency with minimal waste; handing instruments to dentists when requested; make ready for anticipated needs (matrix bands, dycal, acid etch, etc.); placement of burs on handpieces; assist with local anesthetic (i.e. loading cartridge into syringe); full charting for initial client exams, suture preparation and assisting, sharpening hand instruments. Typical assisting procedures in the diagnostic, preventive, restorative, endodontic, prosthodontic treatment in a general practice setting.
- Responsible for implementing and following proper set up/clean up procedure, and disinfection and sterilization protocols as per IPAC recommendations.
- Responsible for the maintenance and sterilization of all dental equipment, and the documentation and monitoring of quality assurance.
- Supplies - Organization and Ordering of Supplies: eliminates outdated materials and old equipment; maintains inventory system; and monitors use of supplies (e.g., gauze, cotton rolls, etc.); orders supplies; keeps records on received/returned/back order and records of the photocopied invoices filed by the month.
- X-ray: Takes, develops, and properly mounts (name, date, etc.) radiographs. Takes care of dosimeters.
- Prosthodontics: Assist at the chair; pouring out models, trimming models. Client education regarding care of prostheses.
- Paedodontics: Exposure, development and mounting of radiographs. Client control and cooperation. Assists with charting. Oral Hygiene Instruction. Maintains trusting rapport with young clients, reassures and helps them to relax as much as possible.
- Work schedule would be every Wednesday and Thursday from 8:00 AM to 4:00 PM, and will subject to change.

### Qualifications:

- Successful completion of an approved program in dental assisting or equivalent experience, along with HARP certification and current CPR Level C (Healthcare provider) certification.
- Possesses experience and demonstrates ability to work independently and collaboratively within a multi-disciplinary health service environment.
- Demonstrates competent dental assistant techniques, including assessment and intervention procedures.
- Prior experience assisting dentists and laboratory works.
- Comfortable working with a diverse client population including youth and adults.
- Demonstrates good verbal and written communication skills.
- Experience with ABELDent Dental Software is preferred.
- Dental Reception experience (minimum of 6 months) is an asset.

*PQWCHC is committed to the principles of access and equity. PQWCHC is committed to reflecting the diversity of the communities it serves and we highly encourage applicants who reflect Toronto's Indigenous, LGBTQ2, racial, and cultural diversity. We welcome and encourage applications from all qualified candidates, including people with disabilities. Accommodations are available on request. Parkdale Queen West CHC is in full compliance of the Ontario Human Rights Code and does not discriminate on the ground of records of offenses.*



## INTERNAL/EXTERNAL POSTING

Part-Time Regular Position  
Queen West Site

**Compensation:** \$44,065 to \$53,093 per annum (to be pro-rated to a 0.4 FTE), plus Group Benefits and HOOPP (Healthcare of Ontario Pension Plan)

If you are interested in joining in a creative and dedicated team, we want to hear from you! Please send your resume and cover letter **in a single document** (MS Word or PDF format only) to [hring@pqwchc.ca](mailto:hring@pqwchc.ca), quoting **Dental Assistant** in the subject line. Internal candidates, please submit your application by 5:00 pm of **September 18, 2023**. The deadline to apply for external candidates is by **September 30, 2023**. We truly appreciate your interest; however, only those candidates selected for an interview will be contacted.

**Please also note that the successful candidate will be required to provide a police vulnerable sector check as a condition of employment, however strong consideration is made to the type of offense. Employment is conditional upon having had a full series of COVID-19 vaccinations (2 doses, plus booster within 6-12 months) 14 days before starting employment.**