



Dental Assistant **Internal and External Opportunity Brief**

Position: Dental Assistant – 0.6 FTE
Classification: 0.6 FTE; This is a unionized position under NEGEU Local 102
Location: Dental Office, 2131 Gottingen Street, Halifax
Hours of Work: Tuesdays, Wednesdays & Thursdays 8:30am – 4:30pm
Pay scale: \$24.95/hr - \$30.89/hr
Posted: September 5, 2023

About NECHC

The North End Community Health Centre (NECHC) was established in 1971 in response to an absence of primary health care and other health services in Halifax's North End. Located on Gottingen Street, we are in the heart of a unique and culturally diverse community. Today, governed by the North End Community Health Association, the NECHC is viewed by area residents as a "beacon of hope" in the community. Much more than a Primary Care Clinic, the NECHC has expanded in response to unmet needs of community members and is highly-valued by its patients and clients and their families. NECHC provides services to those living on the margins of society, through MOSH, Housing First and a wide range of community outreach initiatives.

Vision

Strong community - healthy people.

Mission

We support health and well-being in our community through quality primary health care, education and advocacy in an environment in which people are treated with respect and dignity and there is equitable access to services and programs.

Values

Respect. Community. Compassion. Excellence. Innovation

Diversity, Equity and Inclusion Commitment

The North End Community Health Centre is committed to being an inclusive organization. We are working to ensure our organization represents the diverse people and communities we serve. Our position postings encourage members from the following communities to apply:

- 2SLGBTGDQQA++
- African Nova Scotian and/or people of African Descent
- Indigenous
- People with disabilities
- Language minorities
- People of Colour and/or racially visible minorities
- Immigrant and refugee
- Connected to the North End of Halifax

Position Summary:

Reporting to the Dental Clinic Manager, the Dental Assistant (RDA) is a valued member of the dental care team that possesses the knowledge, skills and professional responsibility to promote oral health and oral health protection and prevention strategies for the clients they serve. In the clinic the RDA will work collaboratively with other Dental Health Care Providers (DHCP) to meet the oral health needs of clients.

The RDA will provide culturally sensitive oral health services for diverse clients throughout their life cycle. They will work collaboratively with clients, guardians and other professionals to enhance the quality of life of their clients and the public. Intra-oral duties shall be performed under direct supervision of a licensed dentist and include rubber dam (placement and removal), matrices and wedges (placement and removal), taking impressions, exposing radiographs, applying fluoride, disclosing agents, topical anaesthetic pit and fissure sealants, desensitizing agents, rubber cup polishing of coronal surfaces, as prescribed by the dentist, as well as setting up and stocking treatment tooms. Other duties include suctioning with HVE and saliva ejector, oral hygiene instruction, dietary counselling. The RDA will also follow current guidelines on infection prevention and control (IPAC) and instrument reprocessing.

This position involves working closely with dental clinic staff, Dalhousie Dentistry faculty, dental students, dental residents, dental hygiene students and NECHC staff. It is important to be an effective team player, a good communicator and have the ability to work independently.

RESPONSIBILITIES

The following duties reflect the broad scope of responsibilities but are not necessarily all-inclusive.

- Prepares the treatment room, ensuring all equipment and supplies are ready/available for patient care. After welcoming the patient, they provide Personal Protective Equipment (PPE) to the patient, update medical and dental history and confirm client consent for the treatment.
- Properly documents and signs medical and dental health updates, maintains charts, charting systems, electronic records, and protects client & clinic confidentiality.
- Provides chairside assistance to the dentists, dental students, dental hygienists and dental hygiene students.
- Properly cleans treatment room once the patient is dismissed by adhering to current infection control guidelines as produced by the College of Dental Hygienists of Nova Scotia (CDHNS) and the Provincial Dental Board of Nova Scotia (PDBNS).
- Maintains instruments by inspecting for damage, reprocessing of dental and dental hygiene instruments according to manufacturer's instructions, clinic protocols and current infection control guidelines. This includes the proper handling of contaminated instruments, decontamination of instruments, packaging instruments for sterilization, labeling, processing, proper storage and documentation of all sterilized equipment.
- Regular testing of the sterilization equipment, as per current IPAC guidelines and manufacturer's instructions, and keeps a record of test results in the sterilization area.
- Responsible for ordering of clinical supplies, in collaboration with other clinic staff.
- Opens and closes the dental clinic (turns on/off switches for all equipment including compressor, water, radiography equipment, etc.), in collaboration with other dental clinic staff.
- Provides support to other team members as needed/requested.

- Provides information to clients, other employees and management by responding to requests, providing reports and answering questions.
- Protects clients, staff and self by adhering to current infection prevention and control guidelines, policies and protocols.
- Properly documents and reports any accident or “near-miss” incidents to the Occupational Health and Safety Committee.
- Promotes healthy behaviours of self, colleagues, clients and the public.
- Applies the CDAA Codes of Ethics in all endeavors while acting with personal integrity.
- Applies principles of risk reduction for client, colleague and practitioner safety, health and wellbeing.
- Practices within personal limitations and legal scopes of practice including federal, provincial and territorial laws and regulations.
- Reports unethical, unsafe and incompetent services to management and the appropriate regulatory organizations.
- Respects the autonomy of clients as full partners in decision-making.
- Promotes social responsibility to advance the common good.
- Respects diversity in others to support culturally sensitive and safe services.
- Possesses the ability to self-assess professional performance in relation to standards of practice
- Creates personal plans for continuing competence and professional development and participates fully in a quality assurance program, as prescribed by the PDBNS.
- Other activities as necessary or as directed by the Dental Clinic Manager, and/or Director of Primary Care.

Minimum Education and Experience:

- Diploma of Dental Assisting from an accredited school

Certification/Registration/Designations:

- Registered and licensed to practice (in good standing) Dental Assisting with the Provincial Dental Board of Nova Scotia
- Membership in the NSDAA and CDAA

Special Skills and Knowledge:

- Clinical dental assisting knowledge is essential
- Ability to work independently and as a collaborative member of the NECHC
- Excellent verbal communication skills
- Experience working with children preferred
- Proficient basic computer skills (word, excel, outlook, etc.)
- Experience using electronic medical/dental records
- Ability to multitask in a clinical environment
- Excellent interpersonal, time management and facilitation skills
- Takes pride on their work and wants to make a difference (small or large)

Nature and Amount of Experience:

- Minimum two years’ experience working as an RDA in a community setting preferred
- Experience working in not for profit and health care setting preferred

- Experience working with diverse communities
- Experience working with disease management, risk prevention education
- Experience working with clients with mental health and addiction problems an asset
- Experience working in an administrative role in a dental or medical clinic an asset

Judgement and Initiative:

- Must be able to work with a high degree of autonomy and demonstrate critical thinking and sound judgment
- Must be highly motivated, proactive and creative
- Be committed to professional education/development, collaborative decision making and team development.

Type and Level of Supervision:

- Expected to fulfill all activities related to the role with a minimum degree of supervision

Successful applicants will be required to provide a criminal record check (including Vulnerable Sector Search) at their own cost.

Please email your resume and cover letter to the northend@nehc.com by September 20 at 5pm. Please state the position title in the subject line.