



Dental Hygienist – 0.4 FTE

Internal and External Opportunities Brief

Position:	Dental Hygienist – 0.4 FTE (<i>This is a unionized position under NEGEU Local 102</i>)
Reports to:	Dental Manager
Location:	2131 Gottingen Street
Hourly Pay Scale:	\$32.55 – \$39.91, depending on the previous experience
Work term:	1-year term position
Hours:	15 hrs./week
Deadline:	May 29, 2025

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:

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

In order to self-declare inclusion in equity groups please complete the self-declaration form available on our website at nechc.com/jobs and submit it with your resume and cover letter. Your declaration of membership in any of these equity groups will remain confidential.

Job Purpose:

Reporting to the Dental Clinic Manager (DCM), the Dental Hygienist (RDH) 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 RDH will work both independently and together with other Dental Health Care Providers (DHCP) to meet the oral health needs of clients.

The RDH 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. Dental care will follow the dental hygiene process of care: assessment, diagnosis, planning, implementation and evaluation (ADPIE). Duties will include intra oral and extra oral examination, oral cancer screening, periodontal assessment and debridement, prescribing and taking of radiographs, diagnosis of dental caries and periodontal disease, oral hygiene instruction, dietary counselling, polishing, application of preventative agents like fluoride and sealants, application of caries arresting agents like silver diamine fluoride, and application of desensitizing agents. The RDH will also follow current guidelines on infection control and instrument reprocessing.

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



Education and Experience:

- Diploma of Dental Hygiene or Bachelor of Dental Hygiene
- 2+ years' experience as a RDH in a community setting.
- Experience using electronic medical/dental records.
- 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 as an asset.
- Experience working with children is preferred.

Certification/Registration/Designations:

- Registered and licensed to practice (in good standing) Dental Hygiene with the NSRDHDTD Membership in the NSDAA and CDAA
- Authorization to self-initiate and administer local anesthetic

Position Responsibilities:

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

Clinic Preparation & Infection Control

- Stocks and prepares treatment rooms in accordance with current NSRDHDTD infection control guidelines.
- Maintains hygiene instruments: inspects, sharpens, sterilizes, labels, and documents processes per clinic protocol and manufacturer's instructions.
- Adheres to policies that protect clients, staff, and self, and supports dental assistants as needed.

Client Care & Communication

- Prepares patients by welcoming them, providing PPE, updating health history, explaining treatment plans and options, answering questions, and obtaining consent.
- Provides clear information to clients, staff, and management in response to questions or concerns.
- Offers oral hygiene instruction, post-op care guidance, and dietary counseling.

Dental Hygiene Services

- Conducts intraoral/extraoral exams, oral cancer screenings, periodontal assessments, and debridement.
- Takes and prescribes radiographs, diagnoses caries and periodontal disease, and administers local anaesthetic.
- Applies preventive agents (fluoride, sealants), caries-arresting agents (e.g., silver diamine fluoride), and desensitizing agents.

Documentation & Record Management

- Updates and signs medical and dental records; accurately records services, billing codes, and treatment plans in a timely manner.
- Maintains charting systems, ensures electronic record accuracy, and upholds confidentiality standards.

Team Support & Ethical Practice

- Supports colleagues and the care team as needed.
- Upholds infection control policies, clinic protocols, and the NSRDHDTD Code of Ethics.
- Practices within personal limitations and legal scope as defined by federal/provincial regulations.
- Reports unethical, unsafe, or incompetent services to management and relevant authorities.

Client-Centered & Culturally Safe Care

- Respects client autonomy and includes them in all care decisions.
- Evaluates health/oral health using risk and determinant assessments to guide care and referrals.
- Designs and delivers culturally sensitive, community-appropriate services.

Professionalism & Development

- Promotes healthy behaviors among clients, peers, and the public.
- Recognizes and responds to political, social, and economic health influences on populations.
- Self-assesses performance, creates professional development plans, and engages in NSRDHDTD-mandated quality assurance programs.
- Promotes social responsibility and works to advance the common good.

Other Duties

- Performs additional tasks as directed by the Dental Manager (PCM) or Director of Primary Care.

Professional Knowledge, Skills and Abilities

- **Teamwork:** Working collaboratively with others to achieve organizational goals.
- **Customer Service:** Providing service excellence both internally and/or externally.
- **Initiative:** Dealing with situations and issues proactively and persistently, seizing opportunities that arise.
- **Results Focus:** Focusing efforts on achieving high-quality results consistent with the organization's standards.
- **Fostering Communication:** Listening and communicating openly, honestly, and respectfully with different audiences, promoting dialogue and building consensus.

Working Environment and Unavoidable Hazards:

- Moderate physical effort is required to perform this role including lifting, repetitive motion, standing, reaching, sitting, pushing/pulling.
- Supportive, exciting, and challenging.
- Exposure to usual hazards of health care center.

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

Safety (Patient, Worker and Workplace):

- The employee will demonstrate good stewardship in the identification, reporting and mitigation of unsafe acts or conditions.
- Provide current immunization records (tetanus, diphtheria, polio, measles, rubella, chicken pox, hepatitis B) Hepatitis B surface antibodies (6 weeks post- test) and have the 2 step Mantoux (tuberculin).
- Willingness to complete NVCI course and/or de-escalation training.