

## **Dental Assistant Career Opportunity**

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### **Position Summary**

Reporting directly to the Manager of the Saul Sair Health Centre, the Dental Assistant will assist Volunteer Dental Professionals. As part of Siloam Mission's mandate to be a connecting point between the compassionate and less fortunate, you will be expected to facilitate volunteers whenever possible in the performance of your duties.

### **Duties and Responsibilities**

- Ordering all supplies required for the dental program
- Assisting volunteer dentists with dental procedures which include, but are not limited to, the following: X-rays, impressions and lab scripts, restorations, extractions, hygiene, oral health instruction, dentures, rubber dam, and endodontics
- Preparing patients for dental procedures by explaining procedures, advocating, referring, and building relationships
- Networking with individuals such as insurance companies, family services, First Canadian health, dental supply companies, different dental associations, dental specialties (oral surgeons, pediatrics), and dental laboratories
- Cleaning and maintaining equipment
- Actively collaborate with other dental programs in the inner city, always acting in the best interest of our patrons

#### Administration:

- Responsible for organized and efficient billing, working in collaboration with the Accounting Department, and Health Centre Director
- Initiating and maintaining infection control policies and procedures including sterilization processing
- Scheduling of patients and/or fitting in walk-in patients
- Proactively pursuing donations of supplies and equipment, as well as responding to offers of donations of supplies
- Attend meetings, conferences, speaking engagements, writing articles etc. for the purpose of promoting the dental program
- Participate in health centre meetings
- Working alongside the volunteer department, assist with volunteer events, both making an effort to include health centre volunteers and/or coordinating volunteer events specific to health centre volunteers

#### Medical:

- Assist with ordering supplies
- Recruiting, orienting and scheduling volunteers, in the absence of the Manager
- Greeting patients, answering phones, and intake of patients along with the health centre volunteers and Manager

- Work with other health centre staff to make volunteers feel welcome and appreciated
- Triage patients when emergency situations arise

### **Qualifications**

- Dental Assistant Certification and a licensed member of the MDAA with current continued education
- 2-4 years related experience
- Experience with and understanding of appropriate insurance and social assistance forms
- Desire to learn
- Excellent written and oral communication skills
- Strong organizational skills
- Ability to be flexible, demonstrate initiative and work independently, with minimal supervision
- Ability to develop and implement office procedures and systems
- Demonstrated ability to work as part of a team
- Competent computer skills, including the use of Microsoft Office
- Excellent interpersonal skills and the ability to form relationships with marginalized individuals
- Demonstrated understanding of the unique issues and barriers affecting the less-fortunate
- Highly developed understanding of and proven ability to communicate appropriate professional boundaries
- Have a heart for the disadvantaged community that we work with
- Awareness of the issues surrounding poverty, homelessness and social justice

### **Additional Information:**

- Full-time Monday-Friday, with one weekend/month, and occasional evening hours
- Reports to the Manager of the Saul Sair Health Centre
- Siloam is a Christian Humanitarian organization, discussion and agreement with Siloam Mission's Statement of Beliefs is part of the interview/acceptance process (<http://www.siloam.ca/about-us/beliefs-values/> )
- Salary and benefits are competitive in the non-profit sector

### **To Apply**

Please send résumé and cover letter to:  
 Frank Ulrich  
 Human Resources Manager  
 Siloam Mission  
 300 Princess St, Winnipeg MB R3B 1M3  
 Email: [frank.ulrich@siloam.ca](mailto:frank.ulrich@siloam.ca)