



PERMANENT POSITION VACANCY

All Candidates: Please submit **cover letter and resume** in confidence to Linda Ferris, 713 Johnson Street, 2nd Floor, Victoria, BC, V8W 1M8 or email lferris@coolaid.org by 4:30pm on Wednesday, March 22, 2017.

Note - Only those applicants shortlisted for interviews will be contacted.

Job Title: Certified Dental Assistant	Vacancy Status: Part-Time
Program: Community Health & Support Services	Work Location: 713 Johnson Street, 2 nd Floor
Start Date: April 3 rd , 2017	End Date: N/A
Hours of Work: 56 hours biweekly	Days of Work: Week 1 – Monday, Tuesday, Wednesday Week 2 – Monday, Tuesday, Wednesday, Thursday, Friday
Hourly Wage Rate: \$20.16	

Benefits: Eligible for 100% employer paid benefits including extended health and dental plans and MSP premiums coverage.

Job Summary

Reporting to the Administrative Coordinator (AC), the Certified Dental Assistant (CDA) has the primary responsibility of assisting the dentist in fourhanded dentistry. This position includes ensuring dental equipment and supplies are available to meet the daily demand; assisting dentists during the examination and treatment of patients; mentoring CDA students; patient education; understanding government and carrier benefits; and performing administrative duties as required. The CDA is also expected to attend regular meetings with the other team members.

Qualifications

Completion of grade 12 plus post-secondary technical training in dental assisting, plus familiarity with the Exan Power Practice System and the ability to type, word process, and use related software programs.

Required to complete the Ministry of Public Safety and Solicitor General Criminal Record Check prior to commencement of employment.

Skills & Abilities

- Excellent time management skills
- Proven ability to work cooperatively as a member of a multi-disciplinary team
- Proven organizational capabilities
- Ability to exercise independent judgment, discretion, diplomacy and tact in handling confidential and sensitive matters, particularly in interacting with administrative and medical staff
- Ability to communicate with the dental team and medical professionals when necessary as well as external contacts
- Work with various dental terminologies, billing codes etc.
- Ability to work with the social services billing system and an understanding of how to work within the limitations of that system
- Risk management in terms of health and safe practices
- Ongoing education in the dental field
- Utilization of programs for a paperless system; including Power Practice, Power Chart and CADI digital radiography
- Basic knowledge of non-profit structure and processes as well as knowledge of existing social service structures regarding homeless, marginalized, and at-risk clients