



Anishnawbe Health Toronto

Our mission: to improve the health and wellbeing of Indigenous People in spirit, mind, emotion, and body by providing Traditional Healing within a multidisciplinary health care model.

EMPLOYMENT OPPORTUNITY

Dental Manager

Full Time Permanent Position



Are you interested in working in the urban Indigenous community? Anishnawbe Health Toronto is a fully accredited community health centre offering access to health care for Indigenous people living in the GTA. With Indigenous culture and tradition at its core, AHT offers a full range of services and healthcare providers, including Traditional Healers, Medicine People, primary care and mental health practitioners, and service providers focusing on the social determinants of health. We provide care from a blended model of Traditional and Western approaches to improve our clients' wellbeing. As the Dental Manager, you will be in proximity to Traditional Healers and Traditional knowledge carriers, where you will engage in consultation and learn cultural approaches to healing and wellness.

Duties & Responsibilities:

- Supervise, motivate and train assigned staff, ensuring effective teamwork, high standards of work quality and organizational performance, continuous learning and encourage innovation in others as well as improving overall team operating performance.
- Ensure the application of current quality control in dental program matters including acceptable standards of infection control, inventory control and maintenance of equipment.
- Supervise the day-to-day operations of the Anishnawbe Health Toronto dental clinic including all assigned staff e.g. scheduling, assigning, and reviewing of work.
- Authorize and coordinate vacation and overtime requests of the dental clinic staff.
- Monitor and evaluate staff performance and manage labour relations matters including hearing grievances and issuing disciplinary action as necessary.

- Improve operating performance by supporting staff, helping staff solve problems and client complaints and issues.
- Collaborate with management team on various portfolios as needed, including budget, purchasing, capital projects, IT, mobile dental clinic, operations, quality improvement, and community outreach.
- Provide guidance, consultation and advice to community agencies, health care professionals and organizations on issues related to dental health.
- Develop and implement an outreach approach for providing dental services at other agencies in the Indigenous community of the GTA.
- Use computer databases including Dental Clinic Management Software designed to gather statistical information. Ensure that data entry is accurate for statistical analysis, data interpretation and for quality assurance program planning and delivery.
- Represent the dental program on AHT's projects, programs and committees and assist in the planning, implementation and evaluation of program policies and procedures.
- Participate in AHT research projects through planning, implementation, coordination of staff and evaluation.
- Provide input into assigned budget, ensuring that expenditures are controlled and maintained within approved budget limitations.
- Provide ongoing consultation, direction, and guidance to staff regarding policies, procedures, legislation, and technical knowledge.
- Develop and then lead the implementation of a primary health dental strategy, for increasing access to dental care services. The strategy may include a mobile dental program.
- Lead the integration of oral health care into primary care as a way to expand access to recommended treatments and promote better health overall. This integration would occur through new approaches to training for both dental and primary care providers, as well as the promotion of team-based care.

Qualifications & Experience:

- Experience in the supervision and leadership of staff, preferably in a dental service environment.
- Experience in dental program planning and implementation.
- Experience working collaboratively with community partners and peer support models of service including direct service assisting persons with psycho/social/physical, educational, emotional and/or environmental problems.
- Proficient in dental software applications and knowledge of ABELDent is considered an asset.
- Working knowledge of dental coverage through government social programs such as Non-insured Health Benefits (NIHB) and the Canadian Dental Care Plan (CDCP).
- Must possess and be able to maintain a valid Province of Ontario Class "G" Driver's License and have access to a vehicle; for the Mobile Dental Clinic program, willingness to acquire a valid Province of Ontario Class "D" Driver's License.
- Knowledge of Public Health dental programs, policies, and procedures; analysis and management of dental and oral health issues.
- Familiarity with applicable collective agreements and government legislation in the area of Occupational Health & Safety.
- Ability to give direction, instruction and to motivate staff to accomplish assigned tasks.
- Ability to prepare reports, articles and deliver effective presentations.
- Ability to work independently and in teams to carry out duties with minimal direction.
- Good organizational skills and the ability to set priorities.
- Good communication and interpersonal skills and the ability to effectively communicate both orally and in writing demonstrated by the ability to write reports, correspondence, etc.
- Must be physically capable of performing required duties, including the ability to lift and deliver small equipment weighing up to 20lbs.

Why Choose Anishnawbe Health?

AHT offers a competitive salary and comprehensive benefits package. As the Dental Manager, you will be a member of a multidisciplinary team including but not limited to psychiatry, Traditional Healers, counsellors, Two Spirit Trans services, primary care, Rapid Access Addiction Medicine, Housing Supports, and programming for children and youth. All services are delivered from a newly developed location in Toronto's Canary District.

How to Apply: Ready to embark on a rewarding journey with Anishnawbe Health? Submit your cover letter and resume by email to recruitment@eht.ca as a single document to become an integral part of a team committed to holistic health and a strong community.

Position will remain open until filled.

Applicants who are Indigenous and meet the requirements of the job posting will be given first consideration in the hiring process.

Anishnawbe Health Toronto is committed to diversity and values the contribution of its employees from diverse backgrounds and experiences. We welcome applications from Indigenous persons, visible minority group members, women, and persons with disabilities, members of sexual minority groups, and others who contribute to greater diversity of perspectives.

(If you are invited for an interview and require accommodation, please let us know.)
Meegwetch to all applicants, however, only those selected for an interview will be contacted.