



# Anishnawbe Health Toronto

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

## Dental Clerk



Are you interested in working in the urban Indigenous community? Anishnawbe Health Toronto is a fully accredited community health center 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 Full-time Dental Clerk, 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:

- Perform reception duties (i.e. answering telephone, scheduling, fax, client management)
- Set up the daily opening and closing procedure of the dental clinic
- Assist clients in completing medical history information, survey questionnaires, and applying for provincially funded dental programs etc.
- Complete dental forms, maintain dental files, charts/records alphabetically and conduct annual file clearance
- Exposing and recording digital radiographs (XCP, PAN, BW), knowledge of the iTero scanner and intraoral photography is an asset, engaging with patients to create a comfortable and friendly experience.

- Perform various clerical duties, scheduling clients' next appointments, collaborating with other health providers and care within AHT, including maintenance of treatment planning, updating and reviewing records, and assisting the provider.
- Generate regular reports and monthly staff records on the computer. Enter, update, and retrieve computerized dental and clinical information using the dental software system. Print documents as necessary
- Maintain inventory by ordering, receiving, checking and stocking dental supplies
- Receive dental supply requisitions from staff and arrange ordering and delivery of supplies Arrange for repairs and transfers; track and monitor safety of dental equipment Prepare and complete records for payment of equipment repairs and supplies purchased. Collect and mail the x-ray dosimeters for recording staff exposure to radiation

### **Qualifications & Experience**

- Experience working in a Dental/Medical practice
- Experience in scheduling dental appointments; reception duties, and responding to telephone inquiries regarding dental needs
- Familiarity with electronic filing systems, ordering dental supplies and office supplies, several dental specialties, and mobile dental settings is an asset
- Willing to work with vulnerable populations.
- Knowledge of Infection Prevention and Control (IPAC) practices in a dental practice setting as outlined by Public Health Ontario
- Knowledge of billings and coverage of low-income programs such as OSDCP, HSO, ODSP, OW, CDCP, and insurance claims through NIHB and dental coverage is required
- Possession of HARP Certificate is an asset but not required
- Knowledge of Aboriginal culture, traditions, teachings and ceremonies is an asset
- Knowledge of ABELDent software, iTero, camera, and digital radiography is an asset

### **Why Choose Anishnawbe Health?**

AHT offers a competitive salary and comprehensive benefits package. As the Full-time Dental Clerk, 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@aht.ca](mailto:recruitment@aht.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.*