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 Assistant

Full-time Position

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 Dental Assistant, 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:

- Punctual, and reliable to set up the daily opening and closing procedure of the dental clinic, and or commute to Mobile Van once implemented.
- Order and prepare solutions, dental materials, equipment maintenance, and supplies for use in the clinic, ensuring IPAC compliance and other miscellaneous duties related to clinical support.
- Clinical chairside assisting duties and knowledge of dental treatment, informed, consent, instrumentation, mixing dental materials, applying suction, 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.
- Excellent sense of autonomy, initiative, organizational skills, and ability to learn.

- Provide prescribed dental health education and preventive care instruction to groups and individuals.
- 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 with recording findings in dental software.
- Understanding of barriers to preventative oral health care in the community; and ability to adapt and promote a positive safe space while engaging with clients.
- Assists in recare system, treatment planning, and active listening and communication skills with client regarding informed consent.
- Clerical duties when needed, answering the telephone, scheduling appointments, and messages.
- Greet and assist clients, colleagues, and visitors in a professional and friendly manner
- Cultural awareness of the social determinants of health and provide excellent customer service to community members and address their inquiries or concerns.
- Maintain inventory alongside the clerical staff in the organization of stationary and dental supplies. Order and verify dental and office supplies as directed and stock shelves. Prepare, the supplies, uniforms and laundry in compliance to IPAC.

Qualifications & Experience

- Certification with the Dental Assisting examining board, CDA II in good standing is required
- Experience in the use and maintenance of dental instruments and equipment
- Experience in several dental specialties and mobile dental settings is an asset
- Willing to work with vulnerable populations (e.g. street-involved youth, people with drug addiction, etc.)
- Knowledge of Infection Prevention and Control (IPAC) practices in a dental practice setting as outlined by Public Health Ontario
- Cultural knowledge, awareness of the traditional approach to the circle of care, and willingness to learn is an asset
- 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
- Ability to work in teams with ethical and professional behavior
- Possession of HARP Certificate is required
- 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 Dental Assistant, 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 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.