



WEENEEBAYKO AREA HEALTH AUTHORITY

Human Resources Department

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www.waha.ca

EMPLOYMENT OPPORTUNITY:

Position: Certified Dental Assistant
Site: Weeneebayko Area Health Authority
Division: Dental Department
Reports to: Manager of Dental Program
Status: Term: September 01, 2021 to August 31, 2022

The Weeneebayko Area Health Authority (WAHA) is seeking an experienced candidate to fill the key role of **Certified Dental Assistant**

The Organization

Weeneebayko Area Health Authority (WAHA) is the leading health care provider on the western James Bay coast. WAHA comprises of hospitals in Moose Factory, Fort Albany, and Attawapiskat, with a Health Centre in Moosonee. WAHA also provides regional outpatient programs, as well as Paramedicine services in Moose Factory, Moosonee, Fort Albany, Kashechewan, Attawapiskat, and Peawanuck. The span of services, complexity of care needs in the region, and the depth of health integration has made WAHA a leader and a model of health care services in Northern Ontario. WAHA consists of 450 employees, a Physician team, many students, as well as community stakeholders. It is affiliated with Queens University and offers many educational opportunities for current and prospective team members.

Position Profile Requirements

- Effective interpersonal relationships
- Reliable and responsible
- Friendly manner, to make the client feel at ease
- Willing to travel to coastal communities as needed and be flexible
- This position involves monitoring and ensuring that the work environment is safe for the client and staff by ensuring adequate supplies and properly functioning equipment
- Organizational skills and able to prioritize daily work assignments and that duties are complete
- Maintain current knowledge of sterilization and reprocessing
- Ability to multitask be medically suitable to perform the functions of this position
- Adapt to the flow up patient care
- Able to travel to other communities

Key Responsibilities

- To adhere to hospital and dental departmental policies and procedures
- To appraise them, report effectiveness and make recommendations to the Director of Physician and Dental Services, in charge of the dental area
- To sort, wash, and decontaminate all dental instruments and equipment which include using wash detergents and disinfectants according to procedures
- To assemble packs of dental instruments, supplies, trays and equipment according to the designated lists and codes, and to wrap, seal and label, sterilize for use in the dental unit(s)
- To report malfunction of equipment to the charge person of the Dental Offices and fill maintenance requisitions for repair
- To maintain the work area in a clean, orderly and filled condition
- To stock all operatory rooms in the dental department
- Daily checks on equipment and supplies in each operatory to ensure readiness for dental staff to better serve clients in a timely, efficient and safe manner
- To understand the concept of sterility and biological testing and to perform these tests daily and read the reports
- To maintain sterile supplies in current form - check stock monthly for all dental units of reprocessed goods ensuring that their packaging has not been impeded to affect the content's sterility
- To perform duties as assigned and to document these duties and sign them off as completed with initials of the worker
- To understand Infection Prevention and Control issues and practice these at all times
- Sterilization of instruments
- Handing instruments to dentist and assisting with suctioning apparatus
- Preparation of filling materials
- Processing and mounting of radiographs as instructed by the dentist
- Performing simple laboratory procedures as instructed by the dentist
- Recording of clinical data on patient's chart

reposted: August 31, 2021

Qualifications and Experience

- Dental Assistant Certification-maintains annual registration and active licence in BLS
- HARP certified (Healing Arts Radiation Protection)
- Graduate from an approved course for Dental Assistants
- Required to have the CSAO technician certification course and have passed it successfully. Recertification every five years is required, and ongoing in service is mandatory
- Previous experience as a dental assistant
- In maintaining aseptic techniques
- In translating from English to Cree and from Cree to English is an asset
- In reception and clerical duties

Knowledge, Skills, Abilities

- Of the WAHA organizational structure; names and locations of contact with various organizations and communities that are in contact with the dental department
- Of internal policies and procedures
- Of the departments mission and role
- Of medical and dental terminology, instruments, including names and usage and anticipating needs of the dentist
- Inventory control and ordering of supplies and equipment
- Basic lab techniques
- Infection control

How to apply:

The successful candidate must provide a valid **Criminal Record Check** within a specified time frame

Please apply in writing, providing three recent work references, quoting **Competition #2021-155** to:

**Human Resources
Weeneebayko Area Health Authority
P.O. Box 664
Moose Factory, ON P0L 1W0**

- Resumes can be emailed to jobs@waha.ca or faxed to 705-658-4917
- For more information contact the Human Resources team by email above
- Only those selected for an interview will be contacted
- Internal applicants who meet the qualification and experience requirements and are in good standing with the organization's attendance management policy are strongly encouraged to apply

Weeneebayko Area Health Authority is an inclusive employer. Accommodations are available in accordance with the Ontario Human Rights code and Accessibility of Ontarians with Disabilities Act, 2005.

