

Join our Team

INTERNAL/EXTERNAL POSTING

Inviting applications for the position of: Dental Administrative Assistant

Location: Smiths Falls and Brockville sites
Hours: 1.0fte – 70hrs bi-weekly
Term: indeterminate
Salary Range: \$48,552 - \$50,266 annually or \$26.677-\$31.385 hourly
Start date: as soon as possible

Who we are:

Rideau Community Health Services (RCHS) is a non-profit, community-governed health and social service agency that provides comprehensive primary care, health promotion and community development services. Working with partners to provide integrated health and wellness services for various communities throughout Leeds, Grenville and Lanark counties.

What we offer:

- Competitive Rates
- Health Benefits – 100% premium pd,
- Pension Plan - HOOPP
- Generous paid time off
- Team Work
- Professional Development opportunities
- Work/Life Balance and Supportive Culture

About the Role:

Working with an interdisciplinary team, the Dental Administrative Assistant provides administrative support functions and maintains various office systems for the RCHS dental program, including Seniors Dental Program as well as Low Income Dental Program. Travel may be required throughout Lanark, Leeds and Grenville.

Submit your expression of interest in the form of cover letter and resume by March 21, 2025
To Human Resources hr@rideauchs.ca

All applications are considered confidential.

POSITION TITLE: DENTAL ADMINISTRATIVE ASSISTANT

DEPARTMENT: DENTAL PROGRAM

REPORTS TO: MANAGER, ADMINISTRATIVE SERVICES

REPRESENTATIVE ACTIVITIES:

- Provides administrative and clerical support for the Dental program, including client triage and scheduling.
- Supports the maintenance of resources, equipment, and ordering of supplies.
- Coordinates scheduling of multiple clinic sites for dental staff.
- Seeks, builds and maintains relationships with private community partners (External DDS clinics) by coordinating client flow where appropriate, processing timely billing and ensuring that all clients are seen within the target time.
- Run, track, enter data and provide ongoing reporting to ensure clinical metrics are current and within targets.
- Manages and operates Sterilisation and Reprocessing activities for RCHS programs.
- Works with Community Health and Wellbeing Community Health Workers' to ensure clients are being seen by appropriate oral health services.
- Provide assistance to Dental Hygienists as required and as able.
- Other clinical duties as requested that may fall outside the scope of Dental services from time to time.
- Able to travel and work at different locations (within Leeds Grenville – Lanark) as needed.

COMMON RESPONSIBILITIES:

- Works in a manner that preserves confidentiality and seeks to minimize risk.
- Works in a manner that incorporates health promotion and recognizes the determinants of health.
- Incorporates and strengthens collaborative and interdisciplinary teamwork.
- Respects and values the diversity of communities and individuals.
- Promotes awareness of and participates in RCHS activities.
- Contributes to the work by participating in meetings and committees.
- Works both regular and extended hours of operation in locations identified by the RCHS.
- Contributes to RCHS's practices of hiring, orienting, training and mentoring staff.
- Contributes to the efforts to secure and maximize resources for current and new programs, services, and activities.
- Participates in the efforts to enhance capacity through staff development.
- Supports and complies with the Occupational Health and Safety policies and procedures.

TYPICAL QUALIFICATIONS:

- Certified Dental Assistant or equivalent experience preferred.
- Additional training in computer software applications and relevant administrative skills.
- Experience with Cleardent an asset.
- Three years administrative experience; preferably in a Health Care setting.

OTHER

- Ability to work flexible hours based on program needs
- Canadian Criminal Record Check/Vulnerable Sector Check that are satisfactory to RCHS
- Reliable ongoing means of transportation
- Valid driver's license required

RCHS is accountable to employees, clients and to the government of Ontario for meeting the standards set by the Accessibility for Ontarians with Disabilities Act, 2005 ("AODA") and its regulations. RCHS is an equal opportunity employer, respecting and embracing the needs and diversity of our employees. If you require an accommodation to fully participate in the hiring process, please call 613-269-3400, ext. 228.