Rideau Community Health Services
Your Community Health Centre

INTERNAL/EXTERNAL POSTING

Inviting applications for the position of: Dental Hygienist

Location:	Smiths Falls and Brockville
Hours:	1.0fte – 70hrs bi-weekly
Term:	to May 1, 2028 (maternity leave coverage)
Salary Range:	$71,600 - $85,200 annually or $39.341-$46.813 hourly
Start date:	January 4, 2027
Existing Vacancy:	yes

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 – 4 weeks paid vacation
- Team Work
- Professional Development opportunities
- Work/Life Balance and Supportive Culture

About the Role:

See attached Job Description

Submit your expression of interest in the form of cover letter and resume by Dec 11, 2026

To Human Resources hr@rideauchs.ca

All applications are considered confidential. AI screening is not used in hiring.

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.

SUMMARY: Working with an interdisciplinary team, the Dental Hygienist promotes oral health for adults and seniors in financial need by completing dental prophylaxis, providing oral cancer screening and radiographic studies, charting conditions of decay and periodontal conditions, and providing home care recommendations in compliance with the dental hygiene process of care. In addition, the dental hygienist ensures the creation and maintenance of accurate dental records for patients using electronic dental software. This position may involve travel across Lanark, Leeds and Grenville geography.

REPRESENTATIVE ACTIVITIES:

- Provides preventive services to our clients by assessing their individual needs
- Screens patients and reviews patient's oral health history
- Teaches appropriate brushing and flossing techniques (including denture care)
- Performs clinical treatments using established dental hygiene procedures
- Charts conditions of decay and periodontal conditions for diagnosis and treatment by dentist
- Prepares and maintains a safe and clean working environment and patient care area following current infection prevention and control guidelines
- Debrides the teeth to remove deposits and stain to help prevent tooth decay and periodontal disease
- Provides fluoride treatment
- Documents dental hygiene services by charting vital signs, medical and dental histories, intra and extra oral assessments, dental hygiene interventions provided, and recommended follow-up care in patient records
- Ensures safe operation of dental equipment by completing preventive maintenance requirements, following manufacturer's instructions troubleshooting malfunctions, calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques
- Participates in the efficient operation of programs through support functions, which includes assisting with ordering supplies and inventory

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
- Maintains competence and professional registration to practice
- Supports the student and volunteer placement programs as required
- Promotes awareness of and participates RCHS activities
- Contributes to the organization by participating in meetings and committees
- Works both regular and extended hours of operation in locations identified by the RCHS
- Contributes to the RCHS' 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 its capacity through staff development
- Supports and complies with the Occupational Health and Safety policies and procedures. Protects patients and employees by adhering to infection control policies and protocols

TYPICAL QUALIFICATIONS:

- Graduate of approved Dental Hygiene Program, authorized to self-initiate
- Current registration with the College of Dental Hygienists of Ontario (CDHO)
- CPR certification required
- Ability to independently assess the nature and extent of dental, periodontal, and associated oral conditions and pathology in dental outpatients
- Knowledge of patient screening, charting, and medical history procedures/documentation
- Ability to perform a full range of established dental hygiene procedures
- Ability to work with computer databases and electronic mail.
- Previous experience with ABELDent an asset
- Awareness of, and ability to support provincial and federal privacy regulations
- Excellent oral and written communication skills
- Demonstrated commitment to continuous learning and quality improvement
- Demonstrated ability to attend work on a regular basis
- Excellent organizational skills and above average attention to detail
- Ability to meet the physical demands of the position
- Excellent interpersonal skills, and a commitment to being a "team player"

OTHER

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