

**Registered Dental Assistant – Ref. No. 20064**  
**Dental Health Program**  
**Term | Part-time**



**The Alex: Changing Health. Changing Lives.** The Alex Community Health Centre is a not-for-profit organization that is changing how we look at health care in Calgary. Our health, housing and food programs support our most vulnerable neighbours, tackling tough health and social issues head-on. Using a multi-disciplinary team approach, we focus care on assessment, intervention and promotion of all aspects of health. We embrace a model of health care that is accessible, responsive and participatory. In addition to the Community Health Centre, we run a Seniors Health Centre, a Youth Centre, two Mobile Community Health Buses, one Dental Health Bus, four Housing First Programs, and a Community Food Centre.

**What we do and why we do it:**

The Alex's Dental Health Program provides mobile dental care primarily, but not exclusively, for children and youth in need, ultimately improving quality of life for some of Calgary's most vulnerable populations.

The Registered Dental Assistant is a dynamic two-fold role that includes both clinical and administrative responsibilities. Clinical responsibilities include oral health education, oral examinations, and fluoride varnishes on clients accessing the dental health bus through both school programs and community outreach. Administrative responsibilities involve connecting and advocating on behalf of dental health bus clients to navigate access to preventative and restorative care within the dental community. These connections will be done through telephone conversations, emails, and in-person visits. This is a part-time term position ending June 2021 with the possibility of extension.

**What you will do:**

**Clinical Responsibilities**

- Operate related equipment
- Knowledge of techniques and standards of preventative and restorative clinical practice.
- Sterilize and maintain instruments and clinic environment
- Patient oral health education
- Schedule patient appointments and record dental procedures
- Perform intra-oral duties: including but is not limited to, x-rays, prophylaxis, pit and fissure sealants, and fluoride applications

**Administrative Responsibilities**

- Help clients access care through insurance applications and volunteer engagement
- Connect with clients and dental professionals over the phone, through email, and in-person
- Assist in setting up systems and tracking statistics relating to new volunteer model
- Assist with data collection and entry as directed

**General Responsibilities**

- Collaborate well with team members
- Physically able to carry out the duties of this position
- Plan, organize and prioritize both clinical role and administrative duties
- Work with children and families
- Able to work with minimum supervision
- Other duties as assigned by Program Lead

**What you bring:**

- Certificate in Dental Assisting, registered in good standing with the College of Alberta Dental Assistants
- Minimum three years of clinical experience as a dental assistant
- Public health experience and pediatric experience an asset
- Proficient computer skills including Microsoft Outlook, Word, Teams, and Excel
- Knowledge of Power Practice dental software specific to Power Practice is an asset
- Good understanding of insurance coverage and available government supports
- Class 5 non-GDL driver's license, a personal vehicle, a clean driver's abstract, and \$2 million liability insurance are required
- A satisfactory criminal record clearance and a Child Welfare Intervention Check are required
- Good communication skills, both written and verbal, additional language fluency an asset
- A passion for advocating for and working with vulnerable populations
- Knowledge of the United Nations Declaration on the Rights of Indigenous People (UNDRIP) and the Truth and Reconciliation Commissions (TRC) 94 Calls to Action considered an asset

**Why You Want to Work with Us:**

The Alex is an innovative and diverse organization which seeks to invest in its employees and see them succeed in their chosen careers. If you are seeking a deeply rewarding, yet challenging career helping Calgary's vulnerable populations, this might be the place for you!

**How to apply:**

If you are as passionate as we are about making a difference in people's lives, please submit your resume to [jobs@thealex.ca](mailto:jobs@thealex.ca) and be sure to include the job title and reference number in the subject line. This job posting will remain open until a suitable candidate is found.

For further information about The Alex and its programs, we encourage you to visit our website at [www.thealex.ca](http://www.thealex.ca)

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*