

## Dental Assistant

**Belleville and Quinte West Community Health Centre (BQWCHC) - Belleville Site**  
**Full Time Permanent \$39,730 - \$48,284/year, based on 35 hours/week**

### Job Summary:

The Oral Health Program is a not-for-profit Dental Clinic providing basic emergency services to those who are uninsured and underinsured, such as Ontario Works and Ontario Disability Support Program and those without dental insurance coverage. The Dental Assistant assists the dentist and Oral Health team at the Community Health Centre in all aspects of oral health care. This role also provides administration and reception functions of the Oral Health Team, including appointment bookings and inventory management.

### Key Areas of Responsibility:

- Prepares patients and the treatment/clinical area for dental procedures
- Assists the dentist during examinations and dental treatments including fillings, extractions, and other procedures
- Schedule coordination and appointment booking, in collaboration with the dental team and in alignment with overall program requirements, to accommodate clients' access to care and services
- Determines client eligibility for insurance coverage using electronic portal
- Provides patient reception both in-person and on telephone
- Regularly collects data and generates reports as needed, to reflect oral health program activity
- Works collaboratively with BQWCHC Finance department to balance oral health program financial information
- Performs claims submissions and external billing
- Provides patient and community education on oral health (extra-oral)
- Initiates referrals and recommendations to Community Health Team of BQWCHC or primary care, as warranted
- Participates in quality assurance practices consistent with evidence based best practice guidelines
- Manages change in a constructive fashion, and contributes/responds in a solutions-focused way
- Incorporates and strengthens collaborative and interdisciplinary teamwork.

### Qualifications:

- Level II Dental Assistant certification preferred (HARP Certification)
- Two years recent relevant practical experience as a Dental Assistant, experience performing reception/administrative tasks an asset
- Knowledge and understanding of good oral hygiene, and various dental procedures and instruments

- Proficiency in use of computers and various software applications; experience with Dentrix an asset
- Understanding of the social determinants of health; experience serving those with barriers to accessing equitable care preferred (including Ontario Works and Ontario Disability Support Program)
- Effective communication skills (English) and experience in oral health teaching

**Benefits and Opportunities:**

We provide a comprehensive benefits package to support your health and well-being, including:

- Paid Vacation, starting at 4 weeks
- Additional 2 Paid Float Days
- Employer Paid Group Benefits Program
- Employee Assistance Program
- Healthcare of Ontario Pension Plan (HOOPP)
- Day shifts, Monday-Friday

To apply for this opportunity please forward your resume and cover letter electronically to [hr@bqwchc.com](mailto:hr@bqwchc.com).

**Within the subject line of your email, please indicate the position title for which you are applying.**

**This posting will remain open until filled.**

BQWCHC is an equal opportunity employer. If you require accommodation to participate in the hiring process, please call 613-962-0000 x 163 or email [hr@bqwchc.com](mailto:hr@bqwchc.com). For more information visit our website at [www.bqwchc.com](http://www.bqwchc.com).

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