



Provincial Job Description

TITLE:
(331) Dental Aide

PAY BAND:
7

FOR FACILITY USE:

SUMMARY OF DUTIES:

Assists the dental therapist/dentist in the dental health program and promotes oral health care.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Valid driver's license

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Assist Dental Therapist

- ◆ Prepares patient for dental procedures.
- ◆ Assists with dental procedures.
- ◆ Suctions, washes and dries oral cavity.
- ◆ Mixes and prepares compounds (e.g., resins, amalgams).
- ◆ Communicates with patient during procedures.
- ◆ Applies fluoride.
- ◆ Makes initial assessment regarding dental condition.

B. Client Instruction

- ◆ Instructs clients/parents on proper oral hygiene (e.g., brush, floss).
- ◆ Educates clients regarding gum disease.
- ◆ Provides classroom presentations.

C. Related Key Work Activities

- ◆ Books and confirms appointments.
- ◆ Documents in daily work logs and records patient information in charts.
- ◆ Cleans work area and equipment between patients.
- ◆ Sets up/cleans work areas.
- ◆ Travels to other sites.
- ◆ Sets up/packs up mobile clinics.
- ◆ Sterilizes equipment.
- ◆ Disposes of sharps and biohazardous waste.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Maintains inventory.
- ◆ Communicates with other health care professionals, community groups and families.
- ◆ Provides reception/clerical duties (e.g., telephone, fax, scan, photocopy).
- ◆ Quality assurance tests, records and checks.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: December 19, 2024