



# *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 using four-handed dentistry.
- ◆ 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.
- ◆ Assists with processing X-rays.
- ◆ 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 16, 2020***