



Tehsakotitsén:tha

Kateri Memorial Hospital Centre

P.O. Box 10, Kahnawake, QC J0L 1B0

Tel: (450) 638-3930 Fax: (450) 638-4634

www.kmhc.ca

Internal/External Job Opportunity

Kateri Memorial Hospital Centre is located in the vibrant Mohawk Territory of Kahnawake. We have a 73-bed inpatient facility in a homelike environment and extensive outpatient services. KMHC is dedicated to strengthening the health and well-being of Onkwehshon:'a (people) and providing quality health and preventative care services.

POSITION

Dental Aide
Determinate (Contract) Full Time
Start: August 26, 2024
End: February 2025

JOB SUMMARY

The COHI Dental Aide is a non-professional who receives training for the delivery of COHI services. The COHI Dental Aide works in conjunction with and under the direction and guidance of a dental health professional to deliver certain aspects of COHI. Provides the administrative support for the COHI program.

REQUIREMENTS

Administrative Assistance Training with excellent word processing and computer skills or two (2) years of job-related experience and/or training.
Office (Word, Excel, Access, Publisher, Power Point)
Willing to take COHI training.

SALARY

In accordance to the Quebec Ministry of Health and Social Services (MSSS) reference Code 5314, Group 502:
Echelon 1 to Echelon 6
\$24.36 to \$ 27.24 per hour, depending on experience

DEADLINE

Wednesday, August 21, 2024 at 3:30 pm

APPLICATIONS

Please submit a complete application package, which includes:

- ✓ Application Form
- ✓ Letter of Intent
- ✓ Resume
- ✓ Proof of Educational Requirements
- ✓ A signed **Privacy Waiver** allowing a security check to be performed along with a photocopy of a **valid ID**.

You can find the following documents on www.kmhc.ca/careers:

- Job Description
- Application Form
- Privacy Waiver

Submit your application to:

Kmhc.hr.kahnawake@ssss.gouv.qc.ca

*Please note that preference will be given to Indigenous candidates.
Incomplete submission packages will not be considered.*



Tehsakotitsén:tha

Kateri Memorial Hospital Centre

TITLE:	COHS Dental Aide Group 502 Code 5314
DEPARTMENT:	Outpatient Care (Community Health)
SUPERVISOR:	Manager of Outpatient Care
STATUS:	Indeterminate Full-Time
EFFECTIVE DATE:	April 2022
REVISION DATE:	July 2024

JOB SUMMARY

The Community Oral Health Service (COHS) Dental Aide is a non-professional who receives training for the delivery of COHS services. The COHS Dental Aide works in conjunction with and under the direction and guidance of a dental health professional to deliver certain aspects of COHS. Provides the administrative support for the COHS program.

RESPONSIBILITIES

- Fulfills duties in accordance to department guidelines and procedures
- Provides support to dental hygienist(s)
- Fulfills all clerical duties for Dental Hygienist(s).
- Has attitudes and behaviors which assure the provision of safe care and services
- Is vigilant and takes responsibility to ensure a safe environment for all
- Declares all risk situations, near misses or accidents that are witnessed or discovered on KMHC premises
- To foster an approach to care that is respectful, compassionate and culturally appropriate and competent, responsive to the needs, values, beliefs and preferences of clients and their family member, supporting mutually beneficial partnerships between clients, and health care providers
- Work in an environment that honours the wisdom of Indigenous beliefs, language, culture and traditions

DUTIES

- Act as the main link between the dental profession and the community by contacting schools /teachers to arrange for screening days and follow-up fluoride days
- Collect and review the consent forms from the schools and/or parents. Reach out to parents who have not sent in the forms.
- Collect verbal and/or written updates for children enrolled in COHS
- Ensure proper protocols are followed: infection control, fluoride, reporting, etc.
- Distributes xylitol chewing gum to parent/caregiver.
- Document dental services rendered in the child's dental chart.

Ability to maintain positive working relationships in a team based working environment
Must be able to take direction, and work well independently and in an energetic team setting
Flexibility required
Knowledge of French language an asset

The employee shall perform the services outlined in the above job description, including any related or incidental duties and responsibilities that may be assigned to him/her at any given time.

Incumbent

Date

Community Health Unit Manager