



Southeast Resource Development Council Corp.

Head Office:

Box 30
Scanterbury, Manitoba R0E 1W0
Tel: 204.766.2386 Fax: 204.766.2716

Winnipeg Office:

6th Floor - 360 Broadway Avenue
Winnipeg, Manitoba R3C 0T6
Tel: 204.956.7500 Fax: 204.934.0374

Employment Opportunity

One Full-Time Dental Aide Worker **Children's Oral Health Initiative (COHI)**

Southeast Resource Development Council Corporation (SERDC) Health Services is seeking a motivated, experienced and energetic individual for our organization to fill the role of Dental Aide Worker- Children's Oral Health Initiative.

SERDC Health is accredited by the Canadian Accreditation Council to provide exceptional 2nd level services to eight or more First Nation Communities in Manitoba. We are community-focused, community driven, and seeking enthused individuals to make a difference in First Nations Health.

The overall goals of the COHI are:

- To reduce and delay dental decay among First Nation children.
- To reduce the need for children to undergo extensive dental treatment involving general anesthetic.
- To work with community partners such as Aboriginal Head Start and Maternal Health programs and schools to bring proven early interventions to First Nations communities, and;
- To improve families' understanding of their role in promoting oral health as part of a healthy lifestyle.

Responsibilities:

Under the direction of the Tribal Dental Hygienist, the Dental Aide Worker will be responsible to assist in implementing and delivering the "Children's Oral Health Initiative (COHI)" program, which focuses on children from ages 0 – 7 years of age. COHI is a community based initiative to prevent tooth decay and improve oral health among First Nations children.

- Working with the dental hygienist to deliver the COHI program in FN schools from nursery to grade 2, daycare settings, Aboriginal Headstart on Reserve (AHSOR), nursing stations/health centres, and client homes.
- Apply fluoride varnish on the teeth of enrolled children ages 0-7 years.
- Schedule appointments with clients for home visits, COHI screening days, program presentations, and dental procedures.
- Teach basic oral hygiene methods to school age children in conjunction with fluoride varnish applications; provide instructions to parents/caregivers in basic oral hygiene methods for themselves and children in their care; provide oral health education at prenatal clinics, well baby clinics, AHSOR and daycare facilities, 1- 4 years-old screening clinics; and promote oral health in the community and workplace.
- Assists the dental hygienist with client dental treatment and dental clinic duties.



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- Performs administrative duties including:
 - collecting COHI consent forms.
 - maintains the COHI Community Dental Record Book and program records and files.
 - records Dental Screening Forms (DSF).
 - Dental Services Daily Records (DSDR) and client dental charts.
 - compiles and submits supply orders.
 - files client dental charts and program files.
 - submits program forms and client verification requests to the Regional Dental Unit.
- Builds community capacity by developing and maintaining effective working relationships with other community health care workers and managers, public health nurses, community leaders and staff at the daycare, AHSOR and school; and supports the community volunteers or assists with delivering the daily tooth-brushing activity in the daycare, AHSOR and school.
- Ensures privacy and security of confidential client files and dental program documents.
- Participates in COHI training and continuing education sessions.

Other Roles/Responsibilities

- Program support for COHI.
- Develop, implement, coordinate, evaluate and maintain preventive and health promotion programs.
- Travel within the SERDC Tribal Region is essential.
- Liaise with local, community-based, and regional programs, agencies and organizations to strengthen communication and programming. This includes but is not limited to Health Centers/Nursing Stations, Schools, Band Administration, First Nations and Inuit Health Branch, Regional Health Authorities, and Manitoba Dental Hygienists Association.
- Report to the Tribal Dental Hygienist, SERDC Director of Health, and work collaboratively with SERDC Health Staff and the eight SERDC First Nation communities.
- Attend community events (health fairs, pow wows, treaty days etc.) with program booth display and provide educational resources and information to community members.
- Prioritize professional development by participating in trainings related to dental hygiene, and other program areas.
- Logistical support for key events i.e.) Health Fairs, and quarterly meetings.
- Assist in the research, development, and design of educational materials and presentations using current research and statistical data.
- Undertaking other tasks as assigned.

Qualifications/Requirements:

Education & Experience

- Successful completion of a recognized Level II Dental Assisting course is required.
- Must be registered with the Manitoba Dental Association.



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- Combination of education and experience as determined by SERDC.

Essential

- Understanding and respecting the diverse cultural and/or religious beliefs of each First Nation community.
- Knowledgeable of First Nations cultural practices, traditions, and customs would be an asset.
- Experience working in a First Nation community would be an asset.
- Knowledge of Federal/Provincial Health Care Systems.
- Must be a member of good standing with the Manitoba Dental Assistants Association of Manitoba
- Demonstrate professionalism in all working environments, including social media, and maintain confidentiality at all times.
- Capable to work independently and as part of a team.
- Proficiency in Microsoft Office software programs.
- Excellent communication (verbal/written) and conflict resolution skills.
- Valid Emergency First Aid/CPR certification.
- Valid Class 5 driver's license, reliable insured personal vehicle, business use automobile insurance, including liability insurance coverage for up to \$2,000,000.
- Capability to lift at least 50lbs and travel – by all forms of transportation, to remote and northern First Nation communities in MB including fly-in communities and out of province travel for up to 5 day(s) at time.
- Adhere to SERDC policies and procedures.

Conditions of Employment:

- a satisfactory Criminal Record Check (including Vulnerable Sector Search).
- a satisfactory Child Abuse Registry Check;
- and a satisfactory Adult Abuse Registry Check.

We offer:

- A competitive salary.
- A full and unique benefit plan.
- An opportunity to become part of a dynamic, collaborative, progressive, inclusive, respectful, and high-performing team.
- Available scramble parking.

SERDC recognizes the importance of building an exemplary service delivery organization that is equal, inclusive and reflective of the population it serves. Preference will be given to qualified SERDC or First Nation members who voluntarily self-declare in their application.

This is a **Full Time** position located in our Winnipeg office. We thank all applicants for their interest in this position, however only those selected for interviews will be contacted.



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Deadline for application: January 4, 2019 at 4:00pm. Late or incomplete applications will not be accepted.

Please send current resume in confidence to:

Rhonda Kirkness

Director of Human Resources
6th Floor – 360 Broadway Avenue
Winnipeg, MB R3C 0T6
Email: rhondak@serdc.mb.ca
Phone: (204) 956-7500
Fax: (204) 956-7382