



Dental Client Coordinator – Full Time Permanent

Quest Community Health Centre is a not-for-profit, interdisciplinary, health care organization with a holistic model of health and wellbeing that focuses on primary care, prevention, health promotion, community capacity building, and services integration, while considering underlying conditions such as poverty, housing, employment issues and food security.

With your organizational skills and client-centered approach you will support the dental program by providing administration and coordination, as well as, contribute to the overall functioning of the program to ensure client-driven, high quality service. The position has a strong emphasis on health promotion, disease prevention, and community capacity building. Works within the Community Health Centre Model of Health and Wellbeing, using an anti-oppressive framework and harm reduction philosophies.

Qualifications include:

- Diploma in dental/office administration and Dental Assisting.
- Registered Dental Assistant Level II
- Minimum 1 year Dental Assisting experience
- Minimum 1 year Dental reception experience
- Dental experience working with an electronic health record and practice management system (i.e. ABELDent) is an asset.
- Intermediate experience using Windows-based software, Microsoft Word, Outlook and Excel.
- Experience working with the priority populations served by Quest CHC is an asset.
- Possession of a valid Ontario Drivers' License, access to a reliable vehicle and a Police Reference Check are required.

We are committed to workplace equity and diversity, thus we encourage submissions from equity seeking groups who identify based on ability, cultural background, race, sexual orientation, gender.

If you enjoy being part of a team environment, and share our passion for our innovative model of health care, send your cover letter and resume to nchampis@questchc.ca

Please include “Dental Client Coordinator” and your name in the subject line of your email.

For a detailed job description, visit our website: www.questchc.ca