



Dental Client Coordinator – Full Time Contract <5 months

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.

Diploma in Dental/office administration or SYI-Dental Assistant program is preferred. Dental experience working with an electronic health record and practice management system is an asset. A valid Ontario driver's license, access to reliable transportation and a Police Reference Check are also required.

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 mjelin@questchc.ca by **April 26th 2021**.

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