

Dental Assistant

Belleville and Quinte West Community Health Centre (BQWCHC) - Belleville Site

Full-Time Permanent 1.0 FTE

\$45,936.80- \$55,837.60/year, based on 35 hours/week

Job Summary:

The Oral Health Program is a not-for-profit Dental Clinic providing basic emergency services to those who are uninsured and underinsured, such as those receiving the Canadian Dental Care Plan, Ontario Works and Ontario Disability Support Program and to those without dental insurance coverage. The Dental Assistant assists the dentist and Oral Health team at the Community Health Centre in all aspects of oral health care. This role also provides administration and reception functions of the Oral Health Team, including appointment bookings and inventory management.

Why work here:

- Day shifts, Monday-Friday
- Employer Paid Benefits
- HOOPP Pension
- Paid Vacation
- Collaborative Team Culture
- Values Driven Decision Making
- Trauma-Informed Approach

Key Areas of Responsibility:

- Prepares clients and the treatment area for dental procedures
- Assists the dentist during examinations and dental treatments including fillings, extractions, and other procedures
- Schedule coordination and appointment booking
- Determines client eligibility for insurance coverage using electronic portal
- Provides reception services for clients both in-person and over telephone
- Regularly collects data and generates reports as needed, to reflect oral health program activity
- Works collaboratively with BQWCHC Finance department to reconcile program financial information
- Performs claims submissions and external billing
- Provides client and community education pertaining to oral health (extra-oral)
- Initiates referrals and recommendations to the broader Community Health Centre, as appropriate

Qualifications:

- HARP and IPAC Certification required
- Level II Dental Assistant certification preferred
- Minimum two (2) years of recent relevant practical experience as a Dental Assistant
- Experience performing reception/administrative tasks considered an asset
- Strong knowledge of good oral hygiene practices, dental procedures and dental instruments
- Proficiency with computers and various software applications; Dentrix is an asset
- Understanding of the social determinants of health; experience working with individuals facing barriers to equitable care preferred (including clients supported through Ontario Works and Ontario Disability Support Program)
- Effective oral and written communication skills (English), with experience providing oral health education

To apply for this opportunity please forward your resume and cover letter electronically to hr@bqwchc.com.

Within the subject line of your email, please indicate the position title for which you are applying.

POSTED UNTIL: September 25, 2026, at 4:30pm.

BQWCHC encourages applications from diverse communities including person with disabilities, the 2SLGBTQ+, Indigenous, and racialized communities. If you have a disability and require accommodation to participate in the hiring process, please call 613-965-0698 x 157 or email hr@bqwchc.com. For more information, please visit our website at www.bqwchc.com. We sincerely thank all applicants however, only those selected for an interview will be contacted.