



PEERLESS TROUT FIRST NATION

Employment Opportunity

Dental Floater

SHORT TERM AS NEEDED

Under the direct supervision of the ISET/PSE Coordinator, the Dental Floater performs various duties to support the dental team. Includes but not limited to support the Dentist, Dental Assistant, and working with administrative assistant team at the health centre. This position is a key contributor to the PTFN Health Center Department team and may be required to carry out additional duties and activities based on operational needs.

The successful candidate must be willing to receive hands on training in booking dental appointments and infection prevention protocols, such as the sterilization of instruments and cleaning dental operatories.

KEY RESPONSIBILITIES AREA:

- Assisting with Dental Team (dentist, dental assistant, hygienist)
- Schedule appointments.
- Perform Administrative tasks (answer the phone, take messages, contact clients, file records, basic accounting.
- Greet people as they come into the Office
- Answer clients' questions.

Knowledge Skills:

- Must have an interest in the dental/medical field.
- Must be young First Nations person (17-25 years old)
- Be reliable, privacy conscious and willing to learn
- Ability to work well as a team member
- Must provide a Child intervention check
- Must provide a clear RCMP Police Information Check
- Must have Valid class 5 Driver's Licence.

Please submit a resume citing *Dental Floater Program* in the subject line via email to: Hr@ptfn.net. We thank all candidates for their interest, candidates will be contacted for an interview.

Deadline: March 17, 2023