

FINDING WORK



DR. JOE DeGIROLAMO VERMILION DENTAL

The Company

Dr. Joe DeGirolamo took over the family dental practice in 1997. Independently owned and operated, Vermilion Dental provides family dentistry services to Vermilion and area residents including full service general dentistry and restorations on implants.

The company employs six full time staff as registered dental assistants, dental hygienist and receptionist.

The Ideal Candidate

The ideal candidate would have the following attributes:

- Requisite education for the position
- Licensed in Alberta
- Personable and friendly
- Team player
- Good communication skills
- Hardworking and able to multi-task
- Self-motivated
- Ability to follow directions

Receptionist

- Greet people and provide information in person and by phone
- May perform clerical duties and maintain front desk and telephone switchboard
- Greet patients, schedule appointments, using manual or computerized systems
- Receive and record payment for services, and direct patients to appropriate areas.



Registered Dental Assistant

- Prepare patients for dental examination and assist the dentist during the examination
- Sterilize and maintain instruments and equipment
- Prepare dental instruments and filling materials
- Educate patients concerning oral hygiene
- Schedule patient appointments and record dental procedures performed
- Invoice patients for dental services
- Order dental and office supplies
- Take and develop X-rays
- Polish teeth and clinical crowns and apply fluoride and sealant
- Take preliminary impressions for diagnostic casts



Vermilion & District
Chamber of Commerce

Government
of Alberta



Town of Vermilion

- May be required to fabricate temporary crowns and restorations.
- Completion of approved program at an accredited college or equivalent training and experience.

Dental Hygienist

- Conduct an initial dental assessment and consult with dentist on patient care
- Take dental impressions
- Instruct patients regarding oral hygiene procedures
- Clean and stimulate the gums to prevent gum disease
- Remove stains and deposits from teeth to prevent tooth and root decay
- Apply fluoride treatment
- Take and develop X-rays
- May perform restorative and orthodontic procedures under the direction of a dentist
- Must have completed an approved course of training at an accredited college.

Hours of Work, Pay and Benefits

The dental office is typically open Monday to Thursday from 8:15 a.m. to 5:15 p.m. and is closed Friday, Saturday, Sunday and Statutory Holidays. Compensation is awarded based on education, qualification and experience.

The dental office provides uniform allowances and a dental package is available, as well as incentives and bonuses. Typically employees are initially awarded two weeks of vacation, with increases according to service and position.

How to Apply

Positions are generally advertised on professional websites and in local and area newspapers.

Interested applicants should apply with a résumé, references and a copy of their credentials to:

Dr. Joe or Melanie DeGirolamo
Vermilion Dental
5003 – 50th Street
Vermilion, AB T9X 1M6

Tel: 780 853-6505
Fax: 780 853-6557