

FINDING WORK



Dr. John W. Nelson General Dentistry

The Company

Dr. John W. Nelson has practiced family dentistry in Vermilion since January 2005 when he assumed the practice that had been serving Vermilion since 1986.

The Work

The practice specializes in general and personalized family dentistry and typically employs four to five employees including Registered Dental Assistants, Registered Dental Hygienist and Receptionist.

The Ideal Candidate

The ideal candidate will possess the following attributes:

- Maturity
- Friendly
- Self-motivated
- Personable and outgoing
- Ability to work as a team
- Excellent customer service skills
- Willing to pursue continuing education

Receptionist

- Must have excellent customer service skills
- Be friendly and outgoing
- Basic computer skills
- Be familiar with or willing to learn Dental Management Software
- Enter patient data on data base in a timely and accurate manner
- Schedules patient appointments
- Accept payments for service
- Accounts Receivable and Accounts Payable



- Ability to request payment for service and resolve collection issues if required in a tactful, respectful manner

Dental Hygienist

- Must have completed a recognized program in dental hygiene and be in possession of a provincial licence to practice
- Must apply for and receive an annual renewal of certification
- Conducts initial dental assessment and consults with dentist on patient care
- Takes dental impressions
- Instructs patients regarding oral hygiene procedures
- Takes and develops x-rays



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- Cleans and stimulates gums to prevent gum disease
- Removes stains and deposits from teeth to prevent tooth and root decay
- Applies fluoride treatment

Dental Assistant

- Completion of a recognized college program in dental assistance is required
- Prepares patients for dental examination and assists dentist during examinations
- Sterilizes and maintains instruments and equipment
- Prepares dental instruments and filling materials
- Records dental procedures performed
- Takes and develops x-rays
- Polishes teeth and clinical crowns and applies fluoride and sealant if directed
- May take preliminary impressions for diagnostic casts
- May fabricate temporary crowns and restorations

Training

The practice provides on the job training to receptionists. Staff are provided with training in WHMIS, Freedom of Information and Protection of Privacy (FOIP), Infection Prevention and Control Standards, Radiation Monitoring, annual CPR and AED (Automated External Defibrillation).

Hours of Work, Salary and Benefits

The dental office is typically open from Monday to Thursday from 8:00 a.m. to 5:00 p.m. and is closed for lunch from Noon until 1:00 p.m. The practice is closed Friday, Saturday, Sunday and all Statutory Holidays.

Salaries are competitive and are paid in accordance with position and experience. Vacation and Holiday Pay meet the requirements of the *Labour Standards Act*. The practice provides free

dentistry to its employees as well as an annual bonus.

How to Apply

Vacancies are advertised at NAIT and professional dental websites or by word of mouth.

Interested applicants should apply in confidence with a résumé, proof of training and references to:

Dr. John W. Nelson, B.Med.Sc., D.D.S.
4839 – 50th Avenue
Vermilion, AB T9X 1T5

Tel: 780 853-4704
Fax: 780 853-6814
Email: johnnnds@telus.net

The Finding Work At Series can be found at www.jobsinvermilion.com, a website managed by the Vermilion and District Chamber of Commerce. This Series is a partnership project by the Government of Alberta, Vermilion and District Chamber of Commerce, Town of Vermilion and HUB. For more information, contact the Chamber at 780 853-6593.

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