



Dentrix DentalCare is a Dental organization committed to its patients present and future. Patient care is a priority, informing and educating them so they can make informed decisions regarding their oral medical health. Dentrix DentalCare has been around for over ten years and services over 10,000 Albertans.

As a growing thriving dental practice, we require not only the proper skill set and scope properties met but also the correct fit into our office culture and climate.

Basics of Role

Manage workflow in sterilization area

Manage cleaning and sterilization process daily and in partnership with clinical staff

Manage inventory of dental supplies/ and manages inventory of equipment purchase and maintenance.

Pitches in when needed clinically within scope of practice and when necessary

(monitoring vitals, probing recorder, sanitization of ops)

Full understanding of infection prevention and control standards.

Monitoring and managing dosimeter Fobs for clinical staff.

Troubleshoot and manage maintenance on all equipment in lab and in clinic area in partnership with operation manager, also serves as clinic Privacy Officer

Reports to

Operations Manager, or designate

Communication

Manage all communication regarding changes and updates in the back

Follow SOP & budgeting protocol for ordering of supplies and organization of said supplies.

Vendor Procurement

Manages vendors for clinical side and in partnership with operations manager vets and procures various vendors which are required for the needs of the clinic.

Clinic Privacy Officer

As clinic privacy officer position requires commitment to upholding clinic privacy statement and a firm understanding of our PIA and what privacy standards are required by government in Dental Offices. Privacy Officer(s) are also the go to for any staff seeking to discuss any harassment claims and or things of a personal nature that need to remain at arm's length from management. The PO helps staff navigate through issues and guides, advises when and who should be made aware of any wrongdoing.

As PO, this role dictates that employee attends all department meetings and is a leader in their communications skills.

This role is very diverse and can be demanding, it needs to be filled by an individual with a can-do attitude as it serves as the right hand to manger. Willingness to provide suggestion and to solve problems without a great amount of supervision, and knowledge to know what situations this would apply to.

Role is fulltime and individual will work:

Tuesday 10-6

Wednesday 10-6

Thursdays 10-6

Fridays 9-5

Saturdays 8:30- 4:30