

Job Description	
Title	Dental Hygienist
Reports to	Coordinator, Dental Program
Locations	Kingston & Napanee
Position Type	Part Time- Permanent, 28 hours/week (0.8 FTE) or we can accommodate schedule flexibility to work up to 28 hours/week.
Salary	\$72,306.00 - \$85,059/year (\$37.08-\$43.62/hour) Includes comprehensive benefits package and HOOPP

Position Summary

Working with an interdisciplinary team in brand new clinics in Kingston and Napanee, the Dental Hygienist provides comprehensive oral care as part of a dental program focused on serving clients of the Ontario Seniors Dental Care Program (OSDCP), Low Income Adult, Healthy Smiles Ontario Programs, and Canadian Dental Program. The dental hygienist will be part of a dynamic dental team that provides service to community members in Kingston and Napanee.

Please note the clinic's hours of operation are currently Monday-Thursday 8:30AM-4:30PM (Kingston) and Monday-Tuesday 8:00AM-4:00PM (Napanee).

Key Responsibilities	Detailed Responsibilities
Client Service	<ul style="list-style-type: none"> Provides services to clients by conducting various dental hygiene activities, including initial dental assessments, treatment planning, debridement, root planing, scaling, polishing, applying fluoride treatment, anti-microbials Works as part of the dental care team to develop and implement client care plan including collecting and analyzing information and participating in activities that promote comprehensive oral care and overall oral health Identifies indications of periodontal disease and develop strategies for treatment Assists dental health program by taking x-rays, taking dental impressions and pouring models, as needed Follows infection, prevention and control and sterilization protocols of dental instruments and equipment Educates clients regarding specific and general oral care and hygiene procedures Provides information on programs and services to clients Collaborates with various healthcare professionals Ensures all infection, prevention, and control protocols and procedures are followed within the clinical setting Takes a trauma and violence-informed approach to service delivery



Infection Prevention & Control (IPAC)	<ul style="list-style-type: none"> • Lead the development and implementation of IPAC policies and procedures in alignment with provincial guidelines, regulatory standards, and best practices. • Ensure clinic-wide compliance with IPAC protocols through regular monitoring, audits, documentation, and ongoing quality improvement initiatives. • Provide IPAC training and education for all staff, including onboarding, routine updates, and staff coaching to support a culture of safety and accountability. • Act as the clinic's IPAC lead, staying informed on regulatory changes, liaising with public health authorities, and communicating timely updates to the team.
Administration	<ul style="list-style-type: none"> • Maintains accurate documentation and client records • Monitors use of supplies, including personal protective equipment • Assists with preparing billing information for processing (i.e. OW and ODSP), as needed • Assists in capturing data and information for program reporting requirements, as needed • Assists patients with health service navigation, as needed • Participates in team meetings • Contributes to the development and review of clinic policy and procedure manuals • Participates in community education and program promotion events, as needed • Contributes to the development of communication and promotional material, as needed

Organizational Responsibilities

- Complies with all relevant legislation and KCHC policies, including privacy laws
- Commits to acquiring an understanding of the importance of trauma responsiveness and the impact of Adverse Childhood Experiences (ACEs)
- Commits to demonstrating an ongoing commitment to Equity, Diversity, Inclusion, Indigenization and Accessibility (EDIIA) by representing the diverse nature of our communities, promoting and practicing inclusion
- Supports consistent application and development of KCHC policies and procedures
- Supports KCHC's student and volunteer placement programs
- Promotes awareness of and participation in KCHC activities
- Demonstrated commitment to continuous learning and quality improvement
- On occasion, perform other temporary duties as required

Basic Education and Experience Requirements

- Diploma in Dental Hygiene and current registration with the College of Dental Hygienists of Ontario (CDHO) and Canadian Dental Hygiene Association (CDHA)

Knowledge, Skills and Abilities

- Experience in a dental office preferred



- Demonstrated ability to work in a multi-disciplinary, team-based setting
- Demonstrated knowledge and implementation of Infection Prevention and Control standards
- Must possess the following traits/skills: patience, empathy, compassion, and observation skills
- Ability to provide exceptional client care to all designated target populations
- Proficiency with office-based computer systems and relevant software applications including electronic medical records (experience with Abledent an asset)
- Excellent oral and written communication skills
- Excellent organizational skills and above average attention to detail
- Ability to meet the physical demands of the position
- Excellent interpersonal skills, and a commitment to being a team player
- Comprehensive understanding of infection control within the field of dental care and experience with proper sterilization techniques
- Knowledge of conventional and digital x-rays (Dexis)
- Capacity to work with diverse populations
- Current CPR and First Aid an asset
- Experience working in a community setting an asset

Competencies

Organizational Competencies: Accountability, Client Focus, Collaboration, Continuous Learning

Position Competencies: Attention to detail, Communication, Initiative, Teamwork, Time management

Other Requirements

- This position has shifts primarily in Kingston, with travel to Napanee, as needed; reliable transportation required
- Current and satisfactory Criminal and Vulnerable Persons Check
- Up-to-date immunizations for clinical setting
- French language is an asset

Benefits:

- Vacation, Personal Days, Sick Days and Education time
- Health Care of Ontario Pension Plan (HOOPP)
- Extended Health Benefits come into effect after three months of employment in this position: Health and Dental Coverage, Life/Accidental Death and Dismemberment Insurance, Long-Term Disability Coverage and an Employee Assistance Program

Application Instructions

- Please include a cover letter clearly outlining how your skills and experiences correspond with the specific job qualifications along with your resume.
- Save all documents as a single PDF file using your own name (Last, First).
- Email to hr@kchc.ca citing reference "2025-13-KCHC" in the subject line.
- Applications must be submitted to Human Resources June 29 at 11:59PM.

As a registered professional, to abide by and be accountable to the ethics and standards set out by the relevant regulatory body of the profession.



All KCHC staff have a duty to understand and follow KCHC policies, uphold high ethical and professional standards, and maintain confidentiality and privacy, using tact and good judgment in all dealings with other staff and clients.

KCHC is an equal opportunity employer, respecting and embracing the needs and diversity of our employees. If you require accommodation to fully participate in the hiring process, please notify Human Resources.

We are a proud Living Wage employer!

Kingston Community Health Centres, 263 Weller Ave. Kingston ON, K7K 2V4 www.KCHC.ca