



Job Posting

Dental Aide

About SERDC:

Southeast Resource Development Council (SERDC) is a dynamic Indigenous-led non-profit organization that focuses on the needs of our member communities. We strive to make a meaningful impact by supporting our people through on and off-reserve programs and services.

We serve eight member communities consisting of Berens River First Nation, Brokenhead Ojibway Nation, Bloodvein River First Nation, Black River First Nation, Hollow Water First Nation, Little Grand Rapids First Nation, Pauingassi First Nation and Poplar River First Nation.

What we offer:

- Comprehensive benefits package
- Pension
- Support work-life balance, including personal days, cultural leave, sick time, and a minimum of three weeks' vacation

Conditions of Employment:

- Must produce a satisfactory Criminal Record Check (including Vulnerable Sector Search).
- Must produce a satisfactory Child Abuse Registry Check.
- Must produce a satisfactory Adult Abuse Registry Check.

Salary commensurate with experience.

SERDC recognizes the importance of building an exemplary service delivery organization. We are committed to employment equity, diversity, and inclusion, and are proud to support career opportunities for Indigenous peoples to reflect the communities we serve.

Preference will be given to qualified SERDC community members or First Nation applicants who voluntarily self-declare in their application.

***Reasonable accommodation is available upon the applicant's request. ***

We thank all applicants for their interest in this position; however, we will only be contacting candidates selected for interviews.

Closing Date: all applications must be received by **September 22nd, 2026, at 4:00PM**

How to Apply: Apply on our website and specify the position of interest <https://serdc.mb.ca/careers>.

Job Title	Dental Aide
Reports To	Tribal Nursing Officer
Division	Health Clinical Services
Department	Public Health
Program	Children's Oral Health Services (COHS)

Job Purpose

Under the direction of the Tribal Nursing Officer and day to day guidance of the Dental Hygienists, the *Dental Aide Worker* will be responsible to assist the Tribal Dental Hygienist in implementing and delivering the Children's Oral Health Services (COHS) program, which focuses on children from ages 0 – 7 years of age. COHS is a community-based initiative to prevent tooth decay and improve oral health among First Nations children.

Duties and Responsibilities

1. Program Delivery

- Assist the dental hygienist to deliver the COHS program in schools (nursery to grade 2), daycares, Aboriginal Head Start on Reserve (AHSOR) programs, nursing stations/health centres, and client homes.
- Apply fluoride varnish on enrolled children aged 0-7 years and teach basic oral hygiene practices to children, parents, and caregivers.
- Schedule and manage appointments for home visits, screenings, program presentations, and dental procedures.
- Assist the dental hygienist with client dental treatment and dental clinic operations.

2. Program Administration and Support

- Collect COHS consent forms, maintain program records and files, and ensure accurate recording of dental screening forms and dental services daily records.
- Submit program-related forms and verification requests to the Regional Dental Unit.
- Compiles and submits supply orders.
- Ensure the privacy and security of client files and program documentation.
- Provide logistical support for key events, such as health fairs and quarterly meetings, including setting up educational booths and distributing resources.
- Engage in program support activities for COHS, including developing, implementing, coordinating, evaluating, and maintaining preventive and health promotion programs.
- Assist in the research, development, and design of educational materials and presentations using current research and statistical data.

3. Education and Community Outreach

- Provide oral health education to school-aged children, caregivers, and attendees at prenatal clinics, well-baby clinics, toddler screening clinics, AHSOR and daycare facilities, and community events.
- Promote oral health practices through community activities, including daycares, schools, and AHSOR settings.

4. Community Engagement and Capacity Building

- Build and sustain strong relationships with community health workers, public health nurses, community leaders, and education providers to enhance program effectiveness.
- Support or assist community volunteers to facilitate the daily tooth-brushing activity within schools, daycares, and AHSOR programs.
- Liaise with local, community-based, and regional programs, agencies and organizations to strengthen communication and programming. This includes but is not limited to Health Centres/Nursing Stations, Schools, Band Administration, First Nations and Inuit Health Branch, Regional Health Authorities, and Manitoba Dental Hygienists Association.

5. Other Responsibilities

- Attend COHS training, continuing education sessions, and professional development related to dental hygiene.

6. Other related duties as assigned.

Qualifications/Skills

Education

- Grade XII or equivalent
- Combination of education and experience as determined by SERDC.

Knowledge, Skills and Experience

- No previous dental education is required. Training will be provided to the successful candidate.
- Understanding and respecting the diverse cultural and/or religious beliefs of each First Nation community.
- Demonstrate professionalism in all working environments, including social media, and always maintain confidentiality.
- Capable of working independently and as part of a team.
- Proficiency in Microsoft Office software programs.
- Excellent communication (verbal/written) and conflict resolution skills.
- Valid Emergency First Aid/CPR certification.
- Valid Class 5 driver's license, reliable insured personal vehicle.
- Ability to adhere to SERDC policies and procedures.

- Ability to obtain and maintain a clear criminal record check with vulnerable sector search, child and adult abuse registry check.

DESIRED:

Experience working in a First Nation community.

Knowledgeable of First Nations cultural practices, traditions, and customs.

Knowledge of Federal/Provincial Health Care Systems.

Member of good standing with the Manitoba Dental Assistants Association of Manitoba

Ability to speak Ojibwe

Working Conditions

- Travel to remote communities by all forms of transportation including vehicle, plane, helicopter, and boat, to remote and northern First Nation communities in MB including fly-in communities and out-of-province.
- Travel for up to 5 days (s) at a time.
- Additional hours beyond the standard regular hours of work may be required at times.

Physical Requirements

- Overall, Strength Demands: ability to lift and carry 20-50 pounds.
- Repetitive tasks in an at times fast paced/busy environment.
- Sit or stand for long periods of time during procedures and patient interactions.
- Frequent bending, stooping, and reaching to assist with procedures and position patients.
- Ability to maintain a steady posture for extended periods, as required during patient treatments.
- Fine motor skills to handle dental instruments, apply fluoride and assist with procedures.
- Assemble, disinfect, and handle small tools and equipment carefully and efficiently.
- Good visual perception to identify oral health concerns, read chart information, and complete necessary documentation.
- Strong hearing ability to listen effectively to instructions, patient needs, and to operate and respond to dental equipment sounds.
- Ability to adhere to infection control protocols, including wearing personal protective equipment (PPE) such as gloves, masks, and eye protection during all patient interactions.