



Non-Registered Dental Assistant (Office-Trained Dental Auxiliary - OTDA) (NOC 33100)

Description

We are looking for an individual to join our team as a Non-Registered Dental Assistant (Office-Trained Dental Auxiliary - OTDA). You will assist the dentist during clinical procedures, support patient care, and perform administrative and front desk responsibilities to ensure efficient daily clinic operations. Strong communication, organizational, and patient service skills are required.

Duties

- Assist the dentist during clinical procedures under direct supervision
- Pass instruments, dental materials, and equipment during treatment procedures
- Prepare dental materials for extraoral use
- Assist with suctioning using low- and high-volume evacuation systems
- Support patient comfort by seating patients and preparing treatment rooms
- Assist with infection prevention and control procedures in accordance with Manitoba Dental Association guidelines
- Process and mount radiographs as permitted within OTDA scope
- Provide oral hygiene instructions to patients under supervision
- Record patient information and maintain accurate dental records
- Manage front desk duties including appointment scheduling, answering phones, and responding to emails

Closing Date

August 26, 2026

Categories

Health

Employer

Essential Dental

Location

Downtown

Address

690 Notre Dame Ave
Winnipeg, R3E 0L7

Job Type

Full-time

Education Level

Other

- Process patient payments and dental insurance claims
- Maintain inventory of office and dental supplies
- Ensure clinic cleanliness and adherence to health and safety protocols
- Utilize clinic software and administrative systems including Microsoft Office, email, and scheduling software

Qualification

- Previous experience working in a dental clinic is required
- Knowledge of infection control and sterilization procedures
- Strong communication and interpersonal skills
- Ability to work in a fast-paced clinical environment
- Excellent organizational and multitasking abilities
- Familiarity with dental software and Microsoft Office is an asset
- Ability to work under the supervision of a licensed dentist
- Completion of additional OTDA or dental assisting training is considered an asset
- Candidate must have completed the MDA required courses to be able to perform infection control and sterilization procedures.