



## Stó:lō Service Agency - Human Resource Office

Building #8A-7201 Vedder Road  
Chilliwack, BC V2R 4G5

July 14, 2021

### DENTAL RECEPTION SUPPORT CLERK – PART TIME – MATERNITY LEAVE (EXTERNAL)

Stó:lō Service Agency requires the services of a qualified **Dental Reception Support Clerk** to fill a vacancy with the **Sto:lo Dental Office** of the **Health Services Department**. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. Please self-identify on your cover letter or resume.

The Dental Reception Support is responsible for submitting and gaining knowledge of the policy and procedures of numerous insurance agencies; Working knowledge of the dental operating system program Microsoft Office; A good understanding of oral health and dental terminology; Working knowledge of upper and lower arches and all the tooth numbers and conduct daily tasks with compassion, empathy and patience.

This position reports to Health Services Executive Assistant/Operations Manager. The successful candidate will work out of the Central (Chilliwack) office. Some travel may be required for this position.

#### QUALIFICATIONS/REQUIREMENTS:

- Minimum Grade 12 Graduate with preferred office or business certificates or equivalent experience.
- Dental reception training or experience
- Power practice software knowledge or experience.
- Actual experience (minimum of 1 year) in any or all of the tasks cited in the specific duties and responsibilities.
- Knowledge of dental terminology, procedures and diagnosis.
- Computer skills in Microsoft Office (Word, Outlook, Excel) - Internet
- Working knowledge of dental insurance.
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds
- Ability to operate a computer, a FAX machine and other office equipment.
- Ability to work independently and with minimum supervision
- Ability to maintain a healthy working relationship with staff, community representatives/members and representatives of other organizations
- Maintain the confidentiality guidelines of all records, materials and communications concerning clients, staff and Stó:lō Service Agency
- **Successful candidates will be required to provide the following if screened in for an interview:**
  - Proof of education documentation
  - References: Three names and phone numbers of recent supervisors
  - Must possess and maintain a valid Class 5 BC Drivers' License
  - Must successfully pass the required pre-employment Ministry of Public Safety and Solicitor General Check.

#### SALARY RANGE:

**\$22.00 - \$25.00 per hour**, based on qualifications/experience.

#### TYPE OF POSITION:

**Part-Time - 12 Month Maternity Leave Term Position** - with benefits, subject to 3-month probationary period and planned performance evaluations.

**APPLICATIONS DEADLINE:**

**4:00 PM, Friday July 30, 2021**

Candidates will be screened according to the qualifications/requirements. **Interested candidates are required to submit a resume and covering letter.** Please include position title on subject line. Send to:

**Stó:lō Service Agency Personnel Department**  
**Bldg. 8A, Floor #1 – 7201 Vedder Road**  
**Chilliwack, BC V2R 4G5**  
**Email: [jobs@stolonation.bc.ca](mailto:jobs@stolonation.bc.ca)**

For more information about this and other employment opportunities, visit [www.stolonation.bc.ca](http://www.stolonation.bc.ca)

*We regret that we will only respond to those applicants chosen for an interview. We thank all applicants for their interest.*