Clerk, Dental Services - Dental Clinic - 1 position	Posting #: 56230
Dental Clinic	Posting Date: February 12, 2026
Family Medical Centre - London, ON	Submission Deadline: February 18, 2026
Part Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: $26.68 - $31.37 /hour

The St. Joseph's Health Care London Dental Clinic, located at the St. Joseph's Family Medical and Dental Centre, offers general practice, periodontal, dental hygiene and oral surgery services for patients in London and the surrounding areas as well as providing geriatric dental care at the Mount Hope Centre for Long Term Care. The Dental Clinic also supports a dental resident education program in partnership with the Western University Schulich School of Medicine and Dentistry.

Essential Qualifications

- Secondary (High) School Diploma
- Graduate of a recognized Dental Assistant or Dental Office- Administration Certificate Program
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Demonstrated computer experience with a basic level of knowledge in Outlook, Microsoft Word and Microsoft Excel
- Minimum 2 years dental office experience
- Knowledge of dental terminology and procedures
- Understanding of dental office scheduling and billing software
- Good clerical skills including accurate keyboarding and spelling
- Excellent organizational skills
- Excellent interpersonal and communication skills, including a clear and pleasant telephone manner
- Ability to work quickly and accurately in a busy environment
- Ability to efficiently maintain team/patient charts
- Strong customer service focus and the ability to work in a team setting

Preferred Qualifications

- Proficiency in French would be an asset
- Certified Dental Receptionist or Certified Dental Assistant Program
- Experience with Dentalware software or other dental scheduling and billing software
- Familiarity with general dentistry and dental specialties
- Experience in dealing with specialized patient populations, including geriatric and mental health patients

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's, you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.
Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.