

Job Description – Sterilization Assistant

Position Details

Position Title:	Sterilization Assistant
Department:	Health Science
Time Fraction:	Full / Part-time

Oulton College

Oulton College, established in 1956, is a leader in post-secondary education in Atlantic Canada, driven by its commitment to student success.

We are seeking dedicated individuals who are eager to make a lasting impact on students' lives while helping them launch successful careers. For over six decades, Oulton College has been helping students succeed in achieving their career goals. We offer training in four faculties: Health Science, Business, Human Services, and Information Technology.

Oulton College is the first private career college to become Degree granting in the province.

Oulton College is undergoing a significant growth phase and is poised to grow substantially over the next few years. If you have a genuine passion for student success and are seeking a fulfilling career in the education sector, we encourage you to explore the possibilities of joining our team at Oulton College.

Position Summary

We are currently seeking applicants for Sterilization Assistant role at our Dental Education Centre. The position starts ASAP and will involve overseeing sterilization protocols, supervising students in clinical and radiology settings, and maintaining equipment and clinic readiness to uphold infection control standards.

Reporting Line

Reports to: Education Manager, Dental Program

Key Accountabilities

- Oversee and maintain proper sterilization protocols throughout the clinic to ensure compliance with infection prevention and control standards.
- Provide instruction and supervision to students on sterilization techniques and best practices, supporting their clinical learning and development.

- Perform routine maintenance and cleaning of clinic sterilization equipment, including daily and weekly upkeep to ensure functionality and safety.
- Maintain overall clinic readiness by ensuring treatment bays are fully stocked and conducting regular deep cleaning to support a hygienic clinical environment.
- Supervise the radiology clinic and support students in performing dental radiographs in accordance with established protocols and safety guidelines.
- Manage inventory and order clinic supplies, ensuring availability of essential materials and efficient stock control.
- Conduct and monitor internal and external biologic indicator testing to verify effective sterilization processes and maintain accurate records.
- Provide support with light administrative tasks such as chart filing, clinic documentation and front desk administration.
- Assist with occasional student-led clinics as needed, including sealant clinics and dental assisting patient care sessions.

Key Selection Criteria

1. EDUCATION & EXPERIENCE

- Level 2 Dental Assistant
- Currently licensed to practice and in good standing with provincial regulatory body.
- Minimum 3-5 years' experience as a dental health professional
- Dental Office experience

2. HARD SKILLS

- Facilitation Skills/Presentation skills
- Knowledge of technical aspects of the program taught
- Industry awareness (skills and market)
- Mentoring skills
- Problem Solving Skills
- Conflict resolution skills

3. SOFT SKILLS

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| - Excellent Interpersonal skills, verbal and non-verbal | - Love of learning |
| - Communication Skills, Verbal and Written | - Self-Motivated |
| - Integrity – Lead by Example | - Open to be Influenced |
| | - Dedicated |
| | - Collaborative |

- Non-Judgemental
- Respectful
- Supportive
- Passion for Student Success
- Inclusive
- Approachable
- Creative/Innovative
- Diplomatic
- Firm but Friendly
- Confident

Key Success Measures

- Zero incidents of non-compliance during audits and
- Clinic readiness and cleanliness
- Efficient inventory management
- Student Support and learning
- Operational efficiency