

COOPERATIVE EDUCATION

NEW PLACEMENT INFORMATION



Company Name: Sinel Dental
 Address: 93 Sandhurst Rd City: Hamilton Postal code: L9C 1Y6
 Name of Contact Person(s): Dadi or Kathy
 Telephone: 905-318-1006 Fax: 905-318-6171 E-mail: smile@sinel-dental
 Co-op Job / Placement Title: Administrative Assistant
 Number of Placements Available: one

Semester 1 (Sept. - Jan.)

☐ am☒ pm☐ either☐ all-day

Semester 2 (Feb. - June)

☐ am☒ pm☐ either☐ all-day

Summer Co-op (July - August):

☐ ALL DAY

Hours (and days) of Work:

Our hours are Mon - Thurs 12-8 + Sat 8-2

Will the student be paid a wage or given an honourarium?

Yes ☐No ☒ ?

Job Synopsis and Tasks (Observed and/or performed by the Co-op Student):

- pulling / filing patient charts, calling patients to confirm booked next-day appointments, greeting patients, purging patient files, observing dental procedures (if student interested)

Job Requirements (Skills, Personal Qualities):

friendly, organized, neat in appearance
(Confidentiality a must)

* We work one week Mon, Tues, Wed, Thurs > no Saturdays & holidays weekends.
 the next week Mon, Tues, Thurs, Sat > not in the past, but not used to it.

Do you employ apprentices or any certified trades? Yes ☐ No ☒

Would you be willing to have students come in for short term (approx. 2 weeks) Work Experience? Yes ☒ No ☐

Is it okay for Co-op teachers to contact you directly? Yes ☒ No ☐

I'd rather be contacted by the HWDSB Central office Yes ☐ No ☒

An OYAP student is any student taking part in Co-op in an "Apprenticeable" occupation

The Hamilton-Wentworth District School Board

Completed forms can be e-mailed to: ngodwald@hwdsb.on.ca or faxed to (289) 674-0409