

Two of the most important benefits that the E.D.A.A. Employment Registry has provided to our membership since 1999 are:

1. Informing employers of the standards of professionalism our association expects from them in terms of how our members are treated when they apply for jobs and as staff members in their practice. Employers utilizing our services are asked to sign a Statement of Understanding and Code of Conduct that the EDAA expects them to follow if they wish to access our services.
2. Establishing guidelines for minimum wages and benefits our association members could expect to use in negotiating wages for new jobs. This document has provided many members with the confidence they needed to ask for equitable payment for the services they provided and it is also raising the professional image and value of Registered Dental Assistants in the Edmonton region.

FUNDING

The E.D.A.A. has fully funded the operations of our Employment Registry to provide this beneficial service to our members.

These services have been provided to employers on a complimentary basis to ensure that our members will have continual access to current employment opportunities.

Since the cost of providing an efficient, effective and timely service increases yearly, the E.D.A.A. has begun to accept contributions from employers who support and use the Employment Registry.

Any donations from employers utilizing these complimentary services are very much appreciated and will be used for the continuing operations of these services. If you wish, please send your donation to the

**E.D.A.A.
4 Elbow Drive Devon, AB T9G 1M5**

A receipt will be sent for all donations received. Thank you for your support.



EDMONTON DENTAL ASSISTANTS ASSOCIATION

EMPLOYMENT REGISTRY

EDAA MESSAGE CENTRE

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E.D.A.A. Employment Registry Services

HISTORY

Since the early days of the Edmonton Dental Nurses and Assistants Association the E.D.A.A. has helped our members find employment and dental employers to find staff.

In 1968, Miss Judy Bennion volunteered to keep a list of part time “girls” who would be able to fill in for emergencies when a Dental Assistant was unable to be at work. The tradition of helping our members find suitable employment continued for many years with the service operated by volunteers. The Edmonton Dental Assistants Association membership values this service and today the E.D.A.A. continues to operate an Employment Registry to assist our members in finding employment quickly and effectively through the daily services provided by our Administrative Director.

MEMBER SERVICES

If you are looking for a change in jobs, a new job or for someone to fill a job in your office, we are here to serve you.

Members have the option of placing a listing on the Employment Registry that is sent out to all employers contacting us with an employment opportunity. We also provide current job postings to members who are looking for work but choose not to be on our Registry.

A Starting Salary Guideline has been approved by the Board for members to use in negotiating benefits and salary when they are considering a new position.

The job market is constantly changing and it is nice to know that your local professional association, the E.D.A.A., provides you with a better chance to find a job when you need it.

EMPLOYER SERVICES

Employers may contact the E.D.A.A. Employment Registry as an efficient and effective way to find suitable staff.

An Employment Registry Request for Services form will be faxed to employers wishing to utilize these complimentary services. A Code of Conduct and Statement of Understanding, outlining the Employment Registry policies is also sent for employers to read, sign and return. Once received by the E.D.A.A. office, and unless directed to keep the position confidential, the job opening will be posted on our Job Registry for up to 4 weeks.

The current member listings are then sent to the employer. This information is updated daily as new listings are requested by our members.

Many employers prefer to hire from the Registry than to place a newspaper advertisement. They save time and money and know that applicants are registered members of the E.D.A.A..