

TO APPLY, PLEASE FILL OUT THE FORM THAT IS AVAILABLE ON THE WEBSITE AT WWW.CRIDERCENTER.ORG. YOU CAN ATTACH YOUR RESUME THERE. (IF YOU HAVE A COVER LETTER, INCLUDE THE COVER LETTER AND RESUME ALL IN THE SAME DOCUMENT)

**Dental Assistant
Level 3 - Non-Exempt-Part Time
Location: Union
Hours: Monday, Thursday, Friday
7:45am to 4:15pm or when finished for the day
Salary: \$13.70/hour**

A. Description

The Dental Assistant establishes and maintains effective, professional working relationships with patients and their representatives and with dental staff. The Dental Assistant upholds all guidelines set forth in the clinic, maintains strict patient confidentiality, accepts and upholds patient service and satisfaction and assists dentists in delivering oral health care services.

Core Responsibilities:

- Prepare patients for examination and treatment. Take patient's histories and document in patient chart.
- Prepare operatory with necessary instruments and supplies.
- Coach patients through the methodology of proper oral care.
- Phone in patient prescriptions and document accordingly.
- Provide patient education and instruction.
- Prepare and maintain supplies and equipment, including sterilization.
- Assist dentists in preparing for minor oral surgeries.
- Assist with the scheduling of tests and treatments.
- Screen telephone callers for appropriate referral/triage, relay messages and documents accordingly.
- Maintain patients' files, records, and other information.

Other Responsibilities

- Adhere to standard precautions, as appropriate, i.e., use protective barriers, handle and dispose infectious waste appropriately, proper hand washing.
- Follow OSHA regulations.
- Assist in maintaining the cleanliness of unit facilities and equipment.
- Monitor supply of dental stock, dental supplies, and laboratory needs and order supplies when necessary.
- Meet standards of professional ethical conduct

B. Qualifications

- Two years of college or equivalent work experience or-
- Dental Assistant Certification (Expanded Practice, preferred)
- At least one year work experience in similar service-oriented industry
- Knowledge of dental office procedures and equipment
- Dental terminology and basic computer skills preferred.

A. Supervision

The Dental Assistant receives supervision from Dental Director.

