Dental Assistant

Jefferson Community Health Care Centers, Inc., a Federally Qualified Health Center (FQHC) with a mission to provide premiere and comprehensive healthcare, is seeking highly qualified personnel with winning attitudes.

We are currently seeking a seasoned, qualified and responsible person who is diligent and self-motivated to: Assist Dentist and Dental Hygienist in the direct provision of dental services.

Responsibilities would include:

Patient Management

- Greet patients when they sign in and monitor arrival time
- Escort patients to treatment room
- Seat patients and have proper set up for procedures
- Demonstrate care and concern and help patients feel comfortable
- Obtain and review health histories according to office protocol
- Anticipate and assist dentist’s needs at all times
- Perform expanded functions and other tasks as assigned by the dentist
- Mix dental materials
- Ensure all patients’ questions are answered thoroughly before they leave
- Documentation to patient records that included proper treatment notes
- Perform clinical procedures as practice act allows and as directed by dentist
- Monitor patient flow and work efficiently at all times
- Some schedule management

Treatment Room Management and Sterilization

- Check to ensure that dental units are ready, stocked and clean at all times
- Oversee cleanliness of the treatment room according to sterilization procedures
- Disinfect treatment rooms according the OSHA regulations
- Sterilize all instruments and hand pieces according to OSHA regulations
- Organize trays, instruments and treatment room drawers at all times
- Ensure that office sterilization procedures document is on display
- Correspond promptly and monitor all dental laboratory cases
- Implement a preventative maintenance/cleaning schedule for dental equipment
- Maintain dental office emergency kits and nitrous and oxygen tanks
- Follow laboratory procedures according to office protocol
**Records Management**

- Ensure that records are stored securely and handled in compliance with legal requirements, including HIPAA privacy and security regulations, if applicable
- Accurately file patient information
- Arrange patient charts and radiographs for next day’s appointments
- Track cases and referrals to external Dentist Offices
- Assist in the administration of the recall system

**Inventory Management**

- Monitor inventory and order dental office supplies as needed
- Restock supplies as necessary

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION/EXPERIENCE:** High School Diploma; Graduate of an ADA accredited dental assisting program or dental assisting experience preferred; Coursework in dental instruments and procedures; Compliance with state dental practice requirements (i.e., x-ray requirements, OSHA training, etc.); Legible handwriting for notations in patient charts; Computer skills desired; Commitment to continuing education for career development.

**Min Qualifications:** Qualified Team Members must have excellent communication and problem solving skills designed to meet the challenges of the fast paced health care industry.

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procedures; Compliance with state dental practice requirements (i.e., x-ray requirements, OSHA training, etc.); Legible handwriting for notations in patient charts; Computer skills desired; Commitment to continuing education for career development.

**Salary based on experience and qualifications**

Position Reports to the Chief Dental Officer

Please send a cover letter and resume to careers@jchcc.org