



Dental Assistant

POSITION SUMMARY

The dental assistant position assists the dental provider by preparing the patient for their dental treatment. The dental assist provides a patient-centered, welcoming environment for the patient and assists the dental provider as needed during the dental visit. The dental assistant provides overall flow management of daily patient visits.

PRIMARY ACCOUNTABILITIES

- Prepares the patient for dental visit
- Prepares treatment area for patient by following prescribed procedures and protocols.
- Provides instrumentation to treatment area; positioning instruments, suctioning, passing instruments, etc.
- Taking and developing dental radiographs (x-rays)
- Taking patients medical history and vitals when needed
- Preparing and sterilizing instruments and equipment
- Educates patients by giving oral hygiene, plaque control and postoperative instructions
- Taking impressions of patients' teeth when needed
- Assists in maintaining dental supply inventory in the department
- Assists dental providers in managing dental emergencies
- Maintains a safe and clean working environment by complying with procedures and policies
- Assisting with scheduling, phones and patient check-in when needed
- Other duties as assigned.

Operational Excellence

- Work efficiently and effectively by implementing LEAN methodologies
- Conserve dental resources by using equipment and supplies as needed

Relationship Management

- Establish and maintain collaborative supporting relationships with all staff and providers

POSITION REQUIREMENTS

Education and Qualifications

- Successful completion of an accredited dental assistant program
- Be registered as a dental assistant with the State of Washington
- Current CPR certification

Experience and Skill set

- Previous dental assistant experience preferred but not required
- Detail oriented
- Possess superior interpersonal and communication skills
- Possess a patient-centered focus
- Be highly organized and efficient
- Ability to be flexible and multi-task
- Uphold the mission, values, and principles of the organization
- Create and maintain a positive culture
- Present a professional appearance, attitude and demeanor

Physical/Environmental

- Sitting, standing and walking approximately 80% of the time.
- A medium to high level of manual dexterity required.
- Bending and reaching approximately 20% of the time.
- Normal accessibility and mobility throughout the region required.
- Normal overtime/extended work hours.
- Normal ambulatory health center working environment. Requires good verbal and written communications skills. Must be able to speak and read the English language.

Ability to move freely (standing, stooping, walking, bending, pushing and pulling) and lift up to a maximum of 50 pounds without assistance.

- ✓ This is a full-time position.
- ✓ Compensation is dependent upon qualifications and experience.

- We are an FQHC and are tasked with providing a quality health care experience for all members of the community.

- ✓ We offer benefits including: 401(k) employer contributions; Life, Medical, Dental and Vision Insurance; HRA, FSA and DCAP; Short and Long-Term Disability Insurance; paid holidays and earned Paid Time Off.

If interested in this position submit Cover Letter and Resume to: resumes@nohn-pa.org