



## INTERNAL JOB POSTING

Position Title: **Dental Assistant**  
Department: **Wellness Program – RefugeeOne Dental Clinic**  
Job Type: **Part – time 20-25 hours per week.**

### Job Function:

- Room preparation and breakdown. Includes exam room set-up with sterilized instruments and pre-/post-visit cleaning after each patient.
- Takes direction from the dentist and/or dental students while assisting with all dental procedures. Includes logging appropriate patient data and health history during the exam and treatment as well as transcribing dental notes.
- Cleans, sterilizes and prepares the equipment and operatory per the organization's procedures and guidelines.
- Assists in the lab including taking x-rays, impressions and pouring models for the dentist.
- Assists the front office staff in scheduling patient follow-up visits and tracking the incoming and outgoing lab cases to ensure receipt of quality and timely products.

### Competencies:

- Effective partnering with the dental team – dentists, dental students, health services coordinator and support staff – to maintain excellent patient service and integrity within the dental clinic.
- Performs efficient and accurate procedures to help maintain the schedule and patient flow.
- Follows the organizations safety policies and procedures through OSHA compliance and BBP (Blood-borne Pathogens) federal regulations.
- Proficiency in navigating data systems including HIPAA-compliant data management platforms, and working knowledge of Microsoft Office, Outlook, Word and Excel.
- Exceptional attention to detail and problem-solving skills, including the ability to develop and follow through with practical solutions.
- Excellent organizational, networking and communication skills.
- Demonstrated ability to work effectively with diverse populations.

### Requirements:

- Minimum of high school diploma or equivalent.
- Dental Assistant certification
- 3-5 years of experience providing dental chairside assistance preferred.
- Dental software knowledge is a plus (OpenDental or EasyDental is preferred)
- Flexible work scheduling including occasional Saturdays and Sundays.
- **Must have valid driver's license and use of a car.**

Salary: Commensurate with credentials and experience.

To apply, send resume and cover letter to Jan Douglas at [jdouglas@refugeeone.org](mailto:jdouglas@refugeeone.org).

**NO PHONE CALLS PLEASE**

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