

INTERNAL JOB POSTING

Position Title: **RefugeeOne Dental Clinic Administrative/Dental Assistant**
Department: **Wellness Program**
Job Type: **32 Hours plus benefits**

Job Function:

Chair-side/Clinical duties:

- Provide four-handed dentistry
- Review the patient's medical history
- Stock supplies in operatories and also lab as needed
- Clean and maintain all areas of the office
- Sterilization and preparation of instruments
- Taking impressions of teeth for study models
- Provide instructions and care for patients
- Take x-rays, impressions
- Perform laboratory functions such as pouring & trimming models, constructing custom trays and fabricating temporary crowns and bridges.

Administrative/front desk duties:

- Manage intake process for new and existing patients
- Schedule and coordinate professional volunteer dates
- Schedule and coordinate student volunteer dates
- Schedule and manage new and existing patient appointments
- Record and maintain quality metrics for (FQHC looks alike clinic)

Competencies:

- Proficiency in navigating data systems including OpenDental (training available), HIPAA-compliant data management platforms, and working knowledge of Microsoft Office.
- 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 and interpreters.

Requirements:

- Dexis experience is a plus
- Coronal polishing and sealant certification is a plus
- Knowledge of FQHC operations is a plus
- COVID-19 PROTOCOLS: To help maintain a safe work place our office has implemented stringent protocols to prevent the spread of COVID-19. All applicants are required to abide and promote these protocols at all times.
- **Must have valid driver's license and use of a car.**

Salary: Commensurate with credentials and experience. Excellent benefits package.

To apply, send resume and cover letter to Jan Douglas at jdouglas@refugeeone.org.

NO PHONE CALLS PLEASE
