



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.
- 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
- 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

Competencies:

- Effective partnering with the dental team – dentists, dental students, health services coordinator and support staff
- Follows 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.
- 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. Excellent benefits package.

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

NO PHONE CALLS PLEASE