



Position: Dental Assistant

Job Summary

The Dental Assistant is a part-time position that provides assistant to the volunteer dentists, support to patients, management of supplies and equipment. Dental assistant degree preferred.

Employment Status Part-Time

Job Functions

- Assist the dentists in the delivery of dental services to patients.
- Provide support to patients via education
- Provide support to team members
- Provide support to volunteer dentists and hygienist (radiographs, sterilization, composites and amalgams, extractions)
- Execute administrative duties such as scheduling patients, phone contacts, ordering supplies
- Maintaining records of patients
- Maintain cleanliness of equipment and instruments
- Confirm compliance with OSHA requirement
- Other duties and projects as requested

Essential Competencies Required

- Culturally Competent
- Flexible/Resilient
- Ability to Multi-task

Knowledge, Skills & Abilities

Minimum Required Education and Experience

- Experience in dental health.
- Experience in a diverse, multi-cultural and socio-economic health services setting preferred.

Additional Requirements

***To apply, send resume and cover letter to
jobs@baxtercommunitycenter.org.***