



Job Title: Dental Assistant

Reports to: Dental Coordinator

Part Time: 20 hrs. per week

To apply--Contact kristy@genesisch.org with a resume and cover letter

Job Summary

Helps with the successful operation of the Genesis Dental Clinic working in the capacity of a dental assistant.

Duties and Responsibilities

Clinical

- Assist chair side on all procedures
- Take digital x-rays
- Chart patient information
- Works closely with medical staff to coordinate patient care and medication needs
- Patient chart and schedule review to prepare for following week's clinic
- Communicate with other dental clinic staff/volunteers to ensure efficient and well-run clinic

Operations

- Set up and break down dental rooms
- Keep stock, organize, and maintain dental supplies
- Track dental clinic inventory
- Operate and maintain dental equipment
- Sterilize dental equipment
- Open and close clinic as needed

Coordination

- Schedule patients
- Provide phone triage of dental patients
- Understand patient eligibility requirements and communicate to applicants
- Fill-in for Dental Coordinator when absent
- Train and assist volunteers and students
- Other duties as assigned

Minimum Qualifications

- A committed Christian, demonstrating a growing personal relationship with Jesus Christ.
- Ability to work Mondays, Tuesdays, Thursdays, and Fridays
- Prior experience in dental office with gentle chair side manner
- Above average interpersonal communication skills
- Working with compassion
- Working knowledge of dental terminology
- Experience with radiography
- OSHA asepsis knowledge and dependability
- Ability to work with a large team of volunteers
- A strongly self-motivated person able to succeed with minimal resources and supervision
- Ability to pray for patients

Preferred Qualifications

- Fluent in Spanish. Written and verbal.
- EagleSoft or Dentrrix experience with Eaglesoft a plus
- Completion of accredited dental assistant program and CDA
- Fundamental Duties, Expanded Functions Certification

Working conditions and physical demands

- Ability to sit, stand, bend and stoop for periods of time.
- Ability to work in a fast paced, multitasking, and stressful environment.
- Exposure to heat and air conditioning.
- Ability to respond to emergency/crisis situations.
- Exposure to ill people
- Exposure to blood and/or body fluids.

Job Type: Part-time

Pay: \$17-\$20 per hour

Benefits:

- Paid time off

Schedule:

- Day shift
- Monday to Friday

Work Location: In person