



Samaritan Health Center Dental Assistant

Position Summary

Reports to the Staff Dentist. Assists the staff and volunteer dentists with direct patient care.

Principal Duties and Responsibilities

1. Open the clinic: Turn on computers, pump, compressor, units and x-ray components.
2. Patient intake/check-in; provide new patient paperwork appropriately.
3. Assist dentist with patient care.
4. Set up sterilization, process and sterilize instruments, run weekly sterilization test.
5. Take and process x-rays using PSP technology or digital sensors, as prescribed by the dentist.
6. Take impressions and pour models, as prescribed by the dentist.
7. Finish the patient check-out process; provide post-op care instructions after procedures.
8. Clean and reset treatment room for the next patient.
9. Perform equipment maintenance procedures, autoclave cleaning, run lines, change traps.
10. Keep all supplies stocked, put in regular supply orders, maintain clean storage areas.
11. Clean the dental clinic as needed, vacuum, change trash, refill soaps, etc.
12. File patient charts and coordinate with administrative staff regarding next steps for patients.
13. Close the clinic: Turn off computers, pump, compressor, units and x-ray components.
14. Perform other duties as assigned by the operations team.

Required Skills or Abilities

1. Experience and demonstrated abilities for working in a multi-cultural setting.
2. Ability to strongly embrace and personify the mission of Samaritan Health Center.
3. Ability to collaborate and interact with a diverse group of dental professionals.
4. Ability to organize and prioritize work and time appropriately.
5. Excellent customer relations skills and communication skills.
6. OSHA management experience preferred.

Required Knowledge, Experience or Licensure/Registration

1. High school diploma, or equivalent.
2. Dental assisting experience; must be a self-starter comfortable as the lead assistant
3. Radiographic Imaging Certificate

Salary

1. Commensurate with experience

Time Commitment

1. Full day Friday clinics
2. Other days to be scheduled in discussion with volunteer providers.

Working Conditions

1. Clinical setting.
2. OSHA Category I: Highly likely to produce blood or body fluid exposure.

To Apply

Please submit cover letter and CV to jobs@samaritanhealthcenter.org. Please include “Samaritan Health Center Dental Assistant” in the subject line of email. No phone calls please. Please include your estimated availability, with days and times.