

Dental Assistant

Family HealthCare (FHC) seeks a full-time Dental Assistant to provide a high quality experience and continuity of care by making the patients feel welcome, respected, and important.

DUTIES AND RESPONSIBILITIES:

This position is responsible for the following:

- To gather and record patient information and communicate to dentist while assisting with procedures and anticipating dentist's needs.
- To navigate patient through appointment while addressing concerns, educating patient, and gaining an understanding of patient perspective.
- Support the organization as needed.
- To ensure adequate inventory supply for patient visits.
- Coordinate and track referrals as directed by the provider .
- Support the organization as needed.

REQUIREMENTS:

- Knowledge of basic dental terminology and recordkeeping procedures to enter information on patient records, and keep records of supplies and recurring dental activities.
- Knowledge of the instruments, materials and standardized dental procedures used for oral examinations and general dental care and provide chairside assistance.
- Knowledge of the use, care and storage of dental equipment, materials and instruments.
- Knowledge of latest and most recent sterilization and infection control techniques.
- Knowledge of procedures for receiving, routing, scheduling and dismissing patients, for ordering supplies and laboratory appliances.
- Knowledge of procedures and materials for taking, developing, fixing and drying radiographs.
- Dexterity in passing dental instruments and materials and in manipulating suctioning and retraction apparatus in patient's mouth when assisting at chair-side.
- Knowledge of dental anatomy, related oral anatomy, the technical methods and practices of dentistry, and the working characteristics of dental instruments and materials sufficient to make preparations and provide chair-side assistance.
- Knowledge and skill to operate, adjust, maintain and clean dental X-ray equipment and materials. This includes skill in positioning patient and film to achieve proper angles for dental radiographs and skill in developing and mounting radiographs.
- Cultural sensitivity and commitment to patient care needs.

EDUCATION/EXPERIENCE:

- Graduation from an approved school for dental assisting.
- Be a registered/licensed dental assistant in the states of North Dakota and/or Minnesota. Dual licensure is preferred.
- Previous experience in dental assisting preferred.

AVAILABLE DATE: September 2015

BENEFITS:

Medical/Dental/Vision
Flexible Spending Account
Life/Short Term/Long Term/Disability
AFLAC

Retirement Plan/Company Match
Loan Repayment
Fitness Center

CONTACT:

Family Healthcare Center
301 NP Ave.
Fargo ND 58102
Contact: Human Resources
Fax: 701-271-1480
Email: humanresources@famhealthcare.org