

Dental Assistant

Family HealthCare (FHC) seeks a full-time Dental Assistant. The position will work with the dental team to provide high quality care and positive patient experience to a diverse population.

DUTIES AND RESPONSIBILITIES:

This position is responsible for the following:

- To gather and record patient information and communicate patient needs with dental team
- Chairside assisting with procedures and anticipating dentist's and clinic needs.
- To navigate patient through appointment while addressing concerns, educating patient, and gaining an understanding of patient perspective while helping to maintain clinic flow.
- Comply with all dental policy & procedures including current infection control practices and safety measures
- Processing and sterilization of instruments in accordance with the standards of the clinic
- To perform assigned required maintenance duties
- To ensure adequate inventory supply for patient visits.
- Support the organization as needed.

REQUIREMENTS:

- Strong computer skills
- 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.
- 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.
- Knowledge and skill to take dental radiographs with high accuracy.
- Exhibits awareness of and sensitivity to cultural, ethnic, and socioeconomic differences among the clinic population and delivers care accordingly.

EDUCATION/EXPERIENCE:

- Be a registered/licensed dental assistant in the states of North Dakota and/or Minnesota. Dual licensure is required within 1 year after date of hire.
- Graduation from an accredited school for dental assisting.
- Current CPR certification
- Two years' experience in dental assisting preferred.

BENEFITS:

Medical/Dental/Vision

Flexible Spending Account

Life/Short Term/Long Term/Disability

Retirement Plan/Company Match

Fitness Center

CONTACT:

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