



Position Description

Dental Assistant

Reports to: Dental Manager

Supervises: None

Summary:

The Dental Assistant provides clinical assistance to the dentists, support to patients, and administrative work.

Specific areas of responsibility:

- Greet and escort patients
- Provide support to patients including interpreting (if applicable), patient education, and emotional support
- Assist team members by performing tasks as assigned
- Assist dentists and hygienists
- Schedule and reschedule appointments if applicable
- Phone patients as instructed
- Maintain patient records
- Maintain cleanliness of equipment and instruments
- Organize and clean work areas as assigned
- Other duties and projects as assigned

Qualifications:

- Willingness to sign the organization's Statement of Faith
- Experience in a diverse, multidisciplinary health services setting preferred.
- Ability to develop and maintain effective interpersonal relationships
- Excellent verbal and written communication skills
- Bi-lingual in English/Spanish helpful