

Take Care Health Systems

Summary: The Dental Assistant will be responsible to provide a range of clinical procedures and staff support in a full range of dental operational services. Assist in the performance of dental and radiological procedures. Will assist in the coordination of day to day patient administration and office support activities.

Essential Functions:

- Provides chair side assistance to dental providers in the performance of dental procedures, to include operative, preventive, periodontal, endodontic, prosthetic, and all other dental procedures as needed.
- Prepares, sterilizes, organizes, and sets-up dental equipment to ensure that all dental sterilization guidelines are followed according to dental guidelines.
- Monitors and maintains dental inventory, supplies and equipment i.e. compressor, evacuator system, sterilizers, and light curing units etc. in accordance with manufacture guidelines.
- Takes dental radiographs in accordance with provider orders; assists in the monitoring and maintenance of radiation safety procedures and protocols.
- Develops and participates in all performance improvement activity relating to dental practice and ensures the dental component is in compliance with all regulations and standards.
- Provides excellent internal/external customer service via telephone, fax or face-to-face contact to assist patients with their health care needs.
- Patient management during dental procedures to include: instrument transfer, isolation, oral evacuation, retraction, and preparation of dental instruments and materials to include mixing filling and impression materials, charting examination and treatment results on patients' dental records.
- Maintain daily log-books on daily maintenance procedures.
- Maintain dental laboratory slips creating dental records of incoming and outgoing dental cases.
- Maintain proper maintenance of dental charts and dental forms.
- Provide patients with written and oral post-operative instructions for dental procedures.
- Performs other related duties as assigned

While working at this large employer site, you will have the ability to get to know your patients, while helping to improve their health status and taking care of their immediate health needs.

We offer competitive wages and benefit options.

Take Care Health Systems is proud to be an equal opportunity employer of nice people!
M/F/D/V

Requirements

Required Qualifications:

- A graduate from an accredited Dental Assistant Program
- Must have Radiology and Infection Control Training
- Current certification in AHA or ARC Basic Life Support for health care providers is required, Advanced Cardiac Life Support may also be required based on contract scope of services

Preferred Qualifications:

- Strong computer skills (Internet software, spreadsheet, word processing etc.)
- Knowledge and experience with Electronic Medical Records