



Excellent opportunity for a new career as a Dental Clinic Assistant!

The Community Dental Clinic is looking for a motivated and hardworking Dental Clinic Assistant to work in our thriving office. Prior experience is not required; we are willing to train and invest in the right candidate. If you are compassionate, self-motivated and have a positive attitude, then this opportunity may be for you!

This opportunity is a full-time position, Monday-Thursday with occasional Fridays. We look forward to meeting you, welcoming you into our family, and helping you to thrive in our patient-focused practice.

Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily.

- General knowledge of the principles and skills needed to provide patient care and treatment
- Strong communication skills
- Ability to anticipate and react calmly to emergency situations
- Ability to handle multiple tasks simultaneously
- Ability to learn and acquire new skill sets
- Select and set up instruments, equipment and materials as needed
- Sterilize instruments according to regulations
- Assist the dentist through 4-handed dentistry as needed
- Strong organization skills
- Ability to work as contributing member of the clinical team

Experience:

- Patient Care: 2 years (preferred)

License/Certification:

- Radiology (preferred)
- CPR (preferred)
- CDA/RDA (preferred)

Benefits:

- Highly competitive salary
- Long- and short-term disability
- 401k package
- Generous vacation time and paid holidays
- Health, dental and vision coverage (full-time only)
- Flex spending account

Job type: Full-time

Contact: Interested candidates should send his/her CV to Natalie Covell at ncovell@thecommunitydentalclinic.org or apply through Indeed. The Community Dental Clinic is an equal opportunity employer.

