



PART TIME EXPANDED FUNCTION DENTAL ASSISTANT POSITION

Rewarding part-time position of 2-3 days/week for an experienced EFD to manage the Dental Clinic of Seeds of Change Free Care Clinic.

REPORTS TO: Dental Director of the Seeds of Change Free Clinic.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in recruitment, scheduling, training and overseeing volunteers.
- Coordinate patient scheduling.
- Create a friendly, comfortable setting so patients feel care and support.
- Seat and prepare patients for treatment and escort patients to the front desk following treatment.
- Collect, record patient histories, vital signs and treatment information via EagleSoft dental software.
- Perform chairside EFD assisting during patient examination and treatment.
- Maintain asepsis during all procedures.
- Take diagnostic dental x-rays (must have active Indiana radiography license).
- Provide patient education including oral hygiene, plaque control programs, and postoperative instructions.
- Manage instruments and sterilization area.
- Manage and maintain dental equipment and supplies in the operatories.
- Ensure operatories are cleaned and disinfected after use and prepare operatories for patient care per policies and procedures.
- Conform to local, regional, state, national standards and regulations.

QUALIFICATIONS:

- Active Basic Life Support for healthcare provider certification.
- Active Radiography License in Indiana.
- Proficient in the procedures of dentistry, clinic infection control, radiography, cleaning and sterilization of instruments.
- Follow OSHA and HIPAA standards in all duties performed in the clinic.
- Demonstrate effective communication and interpersonal skills.
- Support the mission of Seeds of Change Free Clinic and offer encouragement to patients.
- Ask for help when situations present beyond their ability, knowledge, or scope of practice.
- Willingness to learn new skills within the scope of practice.
- Ability to physically perform the functions of the job including but not limited to sitting, standing, bending and reaching with or without reasonable accommodation.

Salary is commensurate with experience and responsibilities.