



**POSITION TITLE:** Dental Clinic Assistant (Bilingual)

**DEPARTMENT:** Health Services

**REPORTS TO:** Director of Administration

**POSITION SUMMARY:** This position is responsible for the day-to-day clinical and clerical operations of the St. Raphael's Dental Clinic. Provides support services to dentists by performing dental assistance duties. Acts as a liaison with other community resources and agencies.

**SALARY RANGE:** \$16.00-18.00 per hour based on experience. Full time with benefits.

**SCHEDULE:** Monday through Friday 7:30 to 3:00 p.m. Position may require work on the weekends.

#### **POSITION REQUIREMENTS**

**EDUCATION:** High school diploma or equivalent and completion of an accredited dental assisting program. Current certifications required.

**EXPERIENCE:** One or more years assisting in a dental office, both front and back office preferred. Candidate must possess the ability to work positively with individuals from a variety of backgrounds.

**POSITION KNOWLEDGE:** Working knowledge of customer service skills, ability to prioritize, understanding of proper clinic operations e.g., sterilization of equipment and use of all equipment.

**PHYSICAL DEMANDS:** Typical positions require workers to sit, walk or stand for long periods; lift and carry up to 25 pounds from floor to waist; bend, kneel, crouch, and reach; hold, grasp and turn objects.

**LICENSE:** Must possess a valid California Class C driver's license, proof of insurance and/or have access to reliable transportation.

#### **PRINCIPAL DUTIES**

1. Provides administrative and clerical services as needed; prepares and maintains patient records.
2. Ability to take and preform x-rays.

3. Maintains clinic supplies, sterilizes instruments and work surfaces.
4. Understands the proper use and maintenance of all equipment and is able to train assistants, volunteers and other clinic staff about appropriate use of equipment.
5. Ensures the clinic is kept sterile, organized and in a professional manner.
6. Assists chair side with dentists ensuring quality care to our patients.
7. Ensures that volunteer dentists, hygienists, and other volunteers have the support and tools to create a positive experience.
8. Assists in ensuring that all patient records are kept complete according to policy.
9. Assists in ensuring that all data required by agency are maintained to ensure accurate data for funding sources.
10. Assists in the recruitment of clinic volunteers.
11. Carry out other duties as required.
12. Will embrace our mission statement and work to enrich the lives of the clients we serve.

St. Mary's Dining Room's mission is to respond to poverty in San Joaquin County by feeding the hungry, caring for health issues and restoring human dignity to over 700 individuals each day.