



Community Health Centers of Greater Dayton

DENTAL ASSISTANT

Community Health Centers of Greater Dayton (CHCGD) is a non-profit health care organization whose mission is improving lives by providing quality primary and preventive healthcare services to those in need, regardless of ability to pay. We promote a family atmosphere and are looking for individuals who share our passion for providing quality patient care and excellent customer service.

CHCGD is seeking an experienced dental assistant to assist the dentist and dental hygienist in providing optimal dental care in an expanding dental center.

Principal Duties and Responsibilities

1. Performs duties that are delegated according to the State Board of Dental Examiners under the direct supervision of the dentist.
2. Seats, drapes and prepares patient for treatment.
3. Takes appropriate radiographs and maintains current State Board Radiation Permit.
4. Ensures that appropriate dental instruments are available for each procedure.
5. Ensures that the operatories are stocked with the appropriate dental supplies. Maintains and submits supply requisitions to supervisor or dental director quarterly and as needed.
6. Sterilizes and autoclaves dental instruments as needed and maintains a biological monitor system to ensure proper sterilization.
7. Charts existing dental conditions on the clinic dental chart as well as any changes in patient's medical history.
8. Takes and pours up preliminary dental impressions.
9. Records patient's vital signs on the initial visit and as requested by the dentist.
10. Answers patient questions regarding proposed treatment plan and explains the procedures.
11. Encourages the patient to return for follow-up visit and explain the importance of preventative care. Be a liaison to the patient throughout entire visit.

Required Knowledge, Experience or Licensure/Registration

Graduate from high school or equivalent, completion of an accredited dental assistant program, Ohio State Dental Radiograph permit or eligibility for permit with minimum of one year experience.

We offer a full benefits package, including paid time off and paid holidays. Salary commensurate with experience. To apply, please send your resume, cover letter and salary requirements to: sfleming@chcgd.org, or fax to (937) 586-9736. CHCGD is an equal opportunity employer and embraces a diverse workforce. Please visit our website at www.communityhealthdayton.org or like us on Facebook.