



313 Jefferson Ave
Toledo, OH 43604
419.720.7883 ext. 212

DENTAL ASSISTANT

Reports to Dental Office Manager

GENERAL FUNCTION:

The Dental Assistant performs duties such as: preparing the patient for treatment, assisting the dentist and/or dental hygienist in performing their treatment to the patient, preparing materials and equipment for treatment and having them ready for the dentist's use, takes x-rays and assists the dentist in laboratory work. Assists in the maintenance of accurate and up-to-date dental records for each clinic patient. May perform other related work to including, but not limited to, making appointments, answering the phone, ordering supplies and assisting with information needed for dental billing.

SKILLS AND EXPERIENCE:

- EMR proficient
- Current certification in CPR (or we will provide a CPR class for you to obtain your CPR)
- Ability to work on a team in a challenging, fast paced environment
- Must maintain patient confidentiality at all times
- Regular physical attendance at the worksite(s) is an essential function of this position as staff supervision and client interaction cannot be performed remotely.
- Valid Ohio or Michigan driver's license and auto insurance with an acceptable driving record. Reliable transportation and willingness to travel to all the organization's dental clinic sites

Salary: \$13.00 - \$14.00 an hour based on experience.

We are a drug free workplace, and an Equal Opportunity Employer.

***Our Mission:** Through our exceptional health care services, we empower and educate, aggressively working to eliminate health care inequities, while supporting personal responsibility for one's own health regardless of the ability to pay.*