



**Licensed Dental Assistant
C.A.R.E. CLINIC, RED WING, MINNESOTA**

If you are a licensed dental assistant seeking an opportunity to work in a community-based dental setting with a dedicated team of staff and volunteers, this position with C.A.R.E. Clinic is for you. Founded in 2010, C.A.R.E. Clinic serves uninsured and low-income residents of Goodhue County, Minnesota. Our mission is to contribute to the Community by improving health care Access, connecting people to Resources, and promoting health Education. We are seeking a licensed dental assistant to support the dental arm of the low-cost clinic. This position provides the opportunity for traditional chairside assisting under the direction of an advanced dental therapist, in addition to the opportunity for the licensed dental assistant to provide procedures as authorized under ***Collaborative practice authorization for dental assistants in community settings*** (Minnesota Statute 150A.10 Subd. 2a. <https://www.revisor.mn.gov/statutes/cite/150A.10>)

Position description

I. TITLE

Licensed Dental Assistant

II. OVERALL RESPONSIBILITY

Responsible for C.A.R.E. Clinic dental operations prior to, during and following clinic as it relates to the treatment of dental patients, management of supplies, patient education, communication with staff/patients/families, the dental schedule, regulatory issues and dental service coordination. Must be able to communicate effectively (written and oral), be self-motivated and work as a team member.

III. ACCOUNTABILITY

Accountable to and receives direction from

- 1) the Advanced Dental Therapist for all clinical aspects and
- 2) the C.A.R.E. Clinic President as related to employment, finance, program development and communication with the greater community.

IV. RESPONSIBILITIES:

Dental assistants perform a wide range of tasks, which may include but not be limited to:

- Assist the advanced dental therapist, volunteer dentists and dental hygienists as needed
- Review and update the patient's medical history to include taking blood pressure and pulse
- Help patients feel comfortable before, during, and after dental treatment
- Provide patients with instructions for oral care following procedures
- Teach patients appropriate oral hygiene self-care techniques
- Perform office management tasks that often require the use of a computer
- Prepare, maintain, order and restock dental instruments, supplies, and equipment
- Ensure that the C.A.R.E. Dental Clinic meets all regulatory requirements
- Adhere to HIPAA and patient privacy/confidentiality standards
- Direct patient flow in coordination with staff

- Assist in completion of dental clinic documentation (dental forms, billing forms and charts).
- Make reminder phone calls, follow-up and referrals as needed
- Work cooperatively with other C.A.R.E. Clinic staff and volunteers; within the overall clinic goals
- Exposing digital radiographs as ordered by the advanced dental therapist or volunteer dentist
- Chairside dental assisting, performing intra-oral functions, as licensure allows
- Placing dental sealants, as directed by the advanced dental therapist or dental hygienist
- Applying fluoride varnish
- Assuring readiness for medical emergencies; be current in CPR as required for licensure
- Assuring the security of dental laptops in the operatory
- Placing topical anesthetics; assisting with the administration of local anesthesia
- Monitoring maintenance of dental equipment and identifying need for repair or replacement
- Other duties, participation in meetings and trainings as assigned

V. EDUCATION AND EXPERIENCE

- Dental Assistant, currently licensed in good standing with the Minnesota Board of Dentistry
- Prior clinical dental office experience
- Management/leadership experience ideal

VI. KNOWLEDGE, SKILLS, AND ABILITIES

- Experience with teamwork
- Demonstrated organizational skills
- Strong written and oral communication skills
- Bilingual: English and Spanish (preferred)
- Ability to be flexible in the daily clinic schedule and duties that may change with patient need

VII. WAGES: \$24-28 per hour (dependent on experience)

BENEFITS: Employees working 30 or more hours per week are eligible for paid vacation, an employer sponsored flexible health savings account and retirement benefits.

VIII. DAYS: Monday – Thursday options (*Tuesday 8am-4pm is the clinic’s greatest need)

- IX. HOURS:** CARE Dental Clinic is open Tuesday through Thursday from 8 a.m. to 4 p.m.; staff hours are from 7:30 a.m. to 4:30 p.m. A volunteer-based extraction clinic is open on Tuesday evenings from 4 p.m. to 8 p.m. Flexible administrative hours up to 8 hours per week are also available. The Dental Assistant hours could range from 8 to 36 hours per week.

For more information, or to express interest in the position, please contact:

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