



EMPLOYMENT
OPPORTUNITY

DENTAL ASSISTANT

Care Alliance Health Center
Cleveland, OH

- Reports to: Dental Director
- Part-time, 20 hours per week
- Department: Dental
- Travel between sites <10%

Requirements:

Radiology Certified, Experienced Dental Assistant, Compassionate, able to work with diverse populations, Motivated and able to work independently and with a positive manner, Flexibility and skill to assist a variety of dentists, Well developed communication interpersonal skills, Familiarity with computer systems for dental records and digital x-ray, Excellent verbal skills and ability to correctly transcribe dental terminology. Hepatitis B Vaccination, CPR certification. Commitment to the mission of Care Alliance.

Responsibilities:

Assist with dental care during all dental clinics including assisting the dentist, Assist in all areas of dental reception, Expose dental x-rays, Effectively interview the patient, evaluate medical/dental history, chief complaint, and record dental findings and treatment, Provide oral hygiene instructions and/or explanations of prescribed treatment to patients, Clean and prepare operatory, tray set-ups, clean and sterilize instruments, Verify that all supplies are readily available to allow a smooth flowing clinic, General clinic maintenance, including cleaning restocking. Assure that, clinic is presentable at all times, Efficient scheduling of appointments and referrals for specialty treatment. Other responsibilities as assigned

Qualifications:

High School Diploma, GED or equivalent job experience; Knowledge of x-ray equipment; Good verbal and written communication skills; Problem solving skills

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*Care Alliance Health Center is an equal opportunity employer. Qualified applicants will be given full consideration for employment and the determination to employ an individual will be made without regard to race, religion, color, sex, national origin, ethnicity, military status, marital status, age, sexual preference, handicap, disability, income, or any other characteristic protected by law.*

### **Contact:**

Marilyn Matlock-English  
Fax: 216-298-5020  
Email: mmenglish@carealliance.org

### **Address**

Attn: Human Resources  
1530 St. Clair Avenue  
Cleveland, Ohio 44114