



Care Alliance

Job Description

Position: Dental Assistant

EEO Category: Technical

Reports to: Dental Director

Full/Part Time: Full Time

Location: Cleveland, Ohio

Shift: 8:00AM-4:30PM

Mission Statement:

Our mission is to provide high-quality, comprehensive medical and dental care, patient advocacy and related services to people who need them most, regardless of their ability to pay. Caregivers demonstrate a high level of empathy, compassion and profound respect while providing excellence of care to our patients. They serve as advocates for all of those in our Northeast Ohio community, especially the most vulnerable.

Job Summary:

The Dental Assistant will assist in all aspects of dental care provided by Care Alliance Dental Practice

Task Responsibilities:

*Include but are not limited to:

- Assist with dental care during all dental clinics including chairside 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
- Effectively use of practice management system
- Other responsibilities as assigned

Minimum Education and Experience:

Required:

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

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Dental Assistant

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- Problem solving skills

Technology Requirements:

Basic understanding and familiarity with the following:

- 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
- Commitment to the mission of Care Alliance
- Hepatitis B Vaccination
- CPR certification

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thinking, walking, sitting and/or standing for long periods
- Some bending and stretching required
- Requires eye/hand coordination and manual dexterity sufficient to operate computer keyboard
- Requires normal range of hearing and eyesight to record or prepare reports
- May require lifting papers or boxes up to 40-50 pounds.

Care Alliance Locations:

Care Alliance Health Center
St. Clair Clinic
1530 St. Clair Avenue
Cleveland, Ohio 44114

Riverview Clinic
Riverview Estates
1795 West 25th Street
Cleveland, Ohio 44113

Stokes Clinic
Carl B. Stoke Social Service Mall
6001 Woodland Avenue
Cleveland, Ohio 44104

Central Neighborhood Clinic
2916 Central Avenue
Cleveland , Ohio 44115

Equal Employment Opportunity

It is the policy of the Care Alliance Health Center to ensure equal employment opportunity in accordance with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years or more), military status or veteran status is illegal.