

Job Title: Part Time Dental Assistant

Position Description: Assist dentist Tuesdays and Wednesdays - possibility for additional day(s) dependent on applicants availability and interest. You'll be working with a wonderful team at the Knox Clinic Dental Program to assure dental services are provided to low-income, uninsured people in the midcoast area. Ready for a rewarding job? With your help we will bring back hundreds of smiles to families in our community. We believe everyone deserves access to quality care!

Tasks and Responsibilities:

- Assisting the dentist chairside during a variety of intraoral treatment procedures
- Taking dental radiographs (x-rays)
- Asking about the patient's medical history and taking blood pressure and pulse
- Preparing and sterilizing instruments and equipment
- Providing patients with instructions for oral care following dental treatment procedures
- Teaching patients appropriate oral care and hygiene
- Maintaining electronic medical records
- Schedule follow up appointments and answer the telephone as needed
- Assist with tracking and ordering supplies in collaboration with dentist and hygienist
- Help with reception and admin tasks as needed
- Other tasks as assigned

Skills and Experience:

- Dedicated to the mission of the Clinic
- Comfortable with diverse populations
- Capacity to efficiently prioritize tasks, work independently and on a team
- Strong organizational and communication skills
- Able to take blood pressure and other vital signs preferred
- Computer literacy and familiarity with dental software, Eaglesoft preferred
- OSHA, and infection control training preferred
- Experience in a dental office setting preferred
- Licensed Dental Radiographer by Maine Board Dental Examiners preferred
- On the job training available as needed

Hours: Tuesdays and Wednesdays approximately 18 hours per week, additional day(s) could be possible, schedule to be determined in collaboration with applicant and dental team

Compensation: \$19-25 an hour dependent on experience, potential for paid time off and other benefits dependent on hours. The Knox Clinic is an at-will employer

Covid-19 Information: The Knox Clinic is committed to keeping their staff, volunteers, and patients safe and healthy during the pandemic. We are providing protective gear, pre-screening all patients and staff, using medical grade air filtration for operatories, and providing additional time for thorough sanitation between patient visits. Covid-19 vaccination is required for all staff and volunteers.

Please submit a cover letter and resume to: Executive Director Meredith Batley via email at meredith@knoxclinic.org

Our Mission: We are a volunteer based non-profit advocating for and providing free/low cost medical, dental, prescription assistance, mental health, and wellness services to the uninsured and underinsured in Knox County, plus our border towns. We believe everyone deserves access to quality care!