

CHILDREN'S DENTAL SERVICES
JOB DESCRIPTION
Unlicensed Dental Assistant (Full Time)
On the job training offered

CDS Mission: CDS is an independent, non-profit agency dedicated to improving the oral health of children from families with low incomes by providing accessible treatment and education in our diverse community since 1919.

Duties:

- Assist in the dental treatment of patients to include seating patients, providing dentist with instruments and equipment; charting examination and treatment results on patient's dental record. Provide culturally competent care to diverse patients.
- Clean, sterilize and assemble instruments, supplies and equipment required for specific dental procedures. Record treatment results on patient's dental record; instruct patients in the care of teeth and appliances; provide instructional materials as required.
- Schedule and confirm appointments, greet patients/families and process dental records as required.
- Provide oral health instruction.
- Help families without insurance apply for public assistance programs and refer them to CDS' sliding scale discount program.
- Deliver and set up equipment and supplies at the various work sites around the Twin Cities area.
- Perform outreach and/or oral health presentations in the Twin Cities community and surrounding area: attend school-sponsored events, health or community fairs, or other events.
- Perform other related duties incidental to the work described herein.

Qualifications:

Work requires the ability to assist a dentist in examining and treating patients. CDS offers on the job training for this position, as well as the potential for Tuition Reimbursement for employees who are interested in obtaining their Dental Assisting license. Fluency in English required. Bilingual language skills in Spanish, Somali, Oromo, or Hmong is a plus. Comfort or experience working in a multi-cultural environment preferred. Ability to lift 50 to 80 pounds helpful. Work requires travel to various clinical locations within Twin Cities metropolitan area (all clinics are accessible by Metro Transit bus system).

This is a wonderful opportunity to grow with a fast-paced non-profit organization. We have a rich benefits package for staff, including medical insurance, accrued personal time off (13 days the first year of employment!), sick leave, 403B contribution, Flex Spending account, Dental Benefits, and Life and Long-term Disability insurance. This position is an excellent long-time career and prepares individuals well for further education in public or community health. Dental Assisting is an exciting and in-demand career opportunity, and provides excellent preparation for further education in dental, public or community health. For more information, visit our website at www.childrensdentalservices.org

If interested, please submit cover letter and resume to:

Sarah Wovcha, Executive Director, swovcha@childrensdentalservices.org
Erianna Reyelts, Assistant Director, ereyelts2@childrensdentalservices.org
Jennifer Norbeck, Clinic Manager, jnorbeck@childrensdentalservices.org

Additional contact information:

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