



Title: **Dental Assistant**
Department: PACS Dental Clinic
Location: PACS Dental Clinic
Reports to: Dental Clinic Coordinator

JOB SUMMARY:

The Dental Assistant at PACS Dental Clinic plays a vital role in supporting the clinic’s mission by providing chairside assistance to volunteer dentists, managing patient flow, and ensuring the smooth operation of daily clinical activities. This position is responsible for patient check-in and check-out, performing and managing x-rays, maintaining accurate patient records, sterilizing instruments, and assisting with hygiene and lab procedures. The Dental Assistant also coordinates with administrative staff for scheduling, communicates treatment plans to patients, and helps maintain a clean, organized, and compliant clinical environment. The role requires strong organizational, communication, and interpersonal skills, as well as the ability to work independently and as part of a team.

HOURLY RATE AND STATUS: \$\$23-\$25/Hour | 18-20 hrs. (# hours per week with opportunity for additional hours)
(Non-exempt Classification)

ADMINISTRATIVELY REPORTS TO: Executive Director

DUTIES AND RESPONSIBILITIES:

- Supports the mission of PACS.
- Other related duties as assigned
- Opening and closing the dental clinic Check patients in and out as needed
- Room patients and perform vitals
- Chairside assist with volunteer dentists and help volunteer assistants as needed
- Perform x-rays for patients and keep x-ray stocked and filled
- Responsible for patient charting for each patient appointment with notes from providers as needed
- Communicate treatment plans with patients and coordinate with administrative staff for patient scheduling
- Schedule patient appointments as needed
- Keep instruments sterilized throughout the day
- Help hygiene with room set up, clean up, charting and x-rays as needed
- Keep sterile room clean and organized
- Run routine maintenance on all equipment.
- Manage lab cases
- Wash and dry towels, scrubs, blankets and gowns
- Keep updated with x-ray badges
- Keep operatory stocked and clean
- Communicate supply needs to Clinic Coordinator for ordering

QUALIFICATIONS:

- DANB Certified
- High school diploma or GED or equivalent.
- Spanish speaking preferred
- Dental office related experience preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Knowledge of office management responsibilities, systems, and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills

Skills:

- Strong organizational and planning skills
- Computer skills including scheduling software, electronic medical records
- Strong interpersonal and customer service skills
- Planning and problem skills.
- Experience with Open Dental EHR software is preferred.
- Multi-Tasking
- Lead and guide back-office volunteers

Able to:

- Operate a variety of office equipment.
- Engage effectively with an ethnically and culturally diverse population.
- Effectively communicate in oral and written form.
- Work independently and in a team environment.
- Maintain compliance with regulations and reporting requirements.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- Prolonged sitting or standing may be required.
- Occasional bending and lifting up to 30 pounds.

HOW TO APPLY To be considered for this position, submit a cover letter describing your interest in this position and a complete resume demonstrating your qualifications to jobs@pacsonline.org