



Dental Assistant

Please send resumes and cover letters to ashlee.franklin@olmoutreach.org

Reports to: Dental Director

Location: Primarily Johns Island, SC 29455 and Occasionally Charleston, SC 29403

Salary: \$40,550 - \$47,700/year

For over 30 years, Our Lady of Mercy Community Outreach has been committed to the community. We assist our neighbors in need, helping individuals and families achieve their desired path to success. We work to address the root causes of poverty and create systemic change by providing basic and emergency resources, education, job assistance and health services. Our holistic, case-management approach addresses the core aspects of a successful life and provides opportunities for generations of families to build sustainable skills and overcome barriers. We believe that everyone has the right to thrive.

Our Lady of Mercy Community Outreach is about community, inside and out. We welcome talent, innovation, compassion and enthusiasm for our mission and how we are changing the communities we serve. You'll find team members who are eager to team up and collaborate together. We are looking for a Dental Assistant who wants to make a difference in people's lives every day and deepen our impact.

Job Description

Supports dental care delivery at the direction of the Dental Director at both the Wellness Center and Downtown Location (Neighborhood House Dental Clinic) by preparing treatment room, patient, instruments, and materials; assisting chairside; passing instruments and materials; performing procedures in compliance with the dental practice act, and performing any duties within the scope of dental assisting as directed by the Dental Director.

Job Requirements

- **Education:** Graduated from a CODA-accredited dental assisting program or have two years of continuous chairside work experience as a dental assistant.
- **Experience:** Two plus years of dental assistant chairside work experience
- DANB certified **a plus**

Qualifications/Skills

- Good communication ability
- Well-organized
- Attention to detail
- Maintains patient confidence and protects confidential information established by HIPPA laws.

Core Values of the Organization

- Compassion - Serving with a spirit of charity, love and understanding
- Inclusiveness - Committing to ensure diversity and acceptance of all people
- Dignity - Treating individuals with respect and honest in all situations
- Empowerment - Achieving results through teamwork and partnership
- Integrity - Conducting ourselves in a highly ethical manner and serving as good stewards of our resources

Role-Specific Competencies

- Ability to deliver excellent customer service with compassion and empathy
- Ability to collaborate with others and deliver results with high ethical standards and compassion
- Instills trust with internal and external stakeholders, community, and clients
- Ability to have effective communicate and time management
- Establish proactivity and accountability, as well as ability to receive feedback

Dental Assistant Job Duties

- Prepares a treatment room for patients by following prescribed procedures and protocols.
- Takes blood pressure and reviews medical history for each patient.
- Prepares patients for dental treatment by welcoming, comforting, seating and draping patients.
- Provides information to patients and employees by answering questions and requests.
- Performs all duties listed in the OLMCOS Dental Assistant Duties Checklist and Dental Assistant Procedure Duties and any other duties as deemed in the scope of job duties of a dental assistant by direct supervisor, the Dental Director.
- Assist dental assistant volunteers, dental students, dental volunteers and dentist as pertaining to the scope of dentistry (ie taking x-rays, assisting with charting and notes, assisting with examinations and/or dental cleanings) to aid in the delivery of quality dental care.
- Assist hygiene students, hygienist volunteers and hygienists as pertaining to the scope of dentistry (ie taking x-rays, assisting with charting and notes, assisting with examinations and/or dental cleanings) to aid in the delivery of quality dental care.

- Provides instrumentation by sterilizing and delivering instruments to the treatment area; positioning instruments for dentist's access; suctioning; passing instruments.
- Provides materials by selecting, mixing and placing materials on instruments and in the patient's mouth.
- Provides diagnostic information by exposing and developing radiographic studies; pouring, trimming and polishing study casts.
- Maintains patient appearance and ability to masticate by fabricating temporary restorations; cleaning and polishing removable appliances.
- Helps dentists manage dental and medical emergencies by maintaining CPR certification, emergency drug and oxygen supply and emergency telephone directory.
- Educates patients by giving oral hygiene, plaque control and postoperative instructions.
- Documents dental care services by charting in patient records, ensuring all dental codes and notes are entered and are accurate.
- Assist dental director in placing treatment note template to review, complete and sign.
- Maintains a safe and clean working environment by complying with procedures, rules and regulations by adhering to infection-control policies and protocols.
- Ensures operation of dental equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains dental supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Maintains professional and technical knowledge by attending educational webinars, workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Supports teamwork among staff
- Contributes to team effort by accomplishing related results as needed.
- Assists with special events and fundraisers as needed
- Shows willingness to share strengths with coworkers to maintain service and promote teamwork
- Promotes the organization's mission, vision and values, treating all people with dignity and respect.
- Determines appropriate work priorities and organizes each to accomplish them
- Maintains awareness of surroundings for potential safety hazards and reports these to Wellness Center coordinator and understands locations of fire equipment, alarm and location of emergency numbers

Schedule

This is a part-time, 28 hours per week position. The work schedule is Monday-Thursday from 8:00am to 4:00pm with a 1 hour lunch break. Additional hours may be required during peak times and organizational events, which may require an adjusted work schedule.

Benefits

Paid personal leave, 10 paid holidays, paid medical, dental, vision, life, AD&D, long term disability, 403B plan with matching contributions.

Physical Demands/Work Environment

Work is performed in a fast-paced and sometimes stressful, professional office environment with noise at moderate levels. Must be able to lift 15-25 pounds.

Our Lady of Mercy Community Outreach is an Equal Opportunity Employer

Our Lady of Mercy Community Outreach is committed to an inclusive workplace and is an equal opportunity employer. We do not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status.