

**Job Opportunities**

**Dental Assistant, EDDA**

**Organizational Float**

**Bellevue, Home Department**

**Full-time, Non-Exempt**

HealthPoint Family Care is a private primary care medical, dental and mental health practice located in Northern and Central Kentucky. HealthPoint is a Federally Qualified Health Center (FQHC) employing over 190 highly qualified physicians, dentists and support staff who are dedicated to providing care for children, adolescents and adults, including many without health insurance.

We are seeking an experienced full-time Dental Assistant, EDDA in our Bellevue Center to perform in the role of Organizational Float.

Job Responsibilities:

* Assists the dentist in basic clinical chair side functions
* Prepares operatory for patient treatment as directed by the dentist
* Exposes and develops dental radiographs in accordance with state regulations
* Maintains operatory areas according to established dental protocols to include supply set up, safety, OSHA and other state specified regulations
* Performs sterilizations on all necessary tools, materials and equipment
* Will act as an organizational float to cover absences or vacations within the Centers in a dental assisting or registrar capacity.
* Will perform registration and scheduling for patients
* Assist in all necessary recording keeping and tracking for patients and management reports, as required.

Requirements:

* Minimum 1+ year experience in chair side assisting
* Current Dental Assistant certification through an educational facility
* Radiology certification is required
* Coronal polishing certification is required
* Dentrix experience preferred
* Expanded Dental Duties Assistant (EDDA) Certification a plus
* Must be flexible and have reliable transportation to function in the organizational float role.
* Proven customer service skills

***Posting Dates: 6/11/18 – 6/18/18***

**Contact**

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