

Job Title: Per Diem Dental Assistant

Position Description: Assist volunteer dentists up to one day a week at the Knox County Dental Program to assure dental services are provided to low-income, uninsured people in the midcoast area.

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 surgery or other 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
- Other tasks as assigned

Skills and Experience:

- Dedicated to the mission of the Clinic
- Able to take blood pressure and other vital signs
- Comfortable with diverse populations
- Capacity to efficiently prioritize tasks, work independently and on a team
- Strong organizational and communication skills
- 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

Hours: approximately 8 hours per week, may vary week to week, schedule to be determined in collaboration with applicant and dental team

Compensation: Competitive, but no benefits. The KCHC is an at-will employer

Covid-19 Information: The Knox Clinic Dental Program 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, and providing additional time for thorough sanitation of operatories between patient visits.

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!