

Dental Assistant Manager

Ho`ōla Lāhui Hawai`i is an FQHC, non-profit community health organization serving families throughout the county of Kaua`i. We are seeking a full-time Dental Assistant Manager for our Waimea dental clinic. Under the supervision of Dental Director and Dentist, our Dental Assistant Manager will assist in providing a full range of dental treatment, management of dental clinic operations, and participates in community dental projects on Kaua`i presented by Ho`ōla Lāhui Hawai`i.

Position description:

- Provide leadership for dental assistants by resolving scheduling issues, procedural training/education, and creating a positive respectful, open, teamwork environment.
- Maintains clean, sanitary dental operatory, laboratory, and x-ray processing area/equipment.
- Responsible for knowledge of dental procedures.
- Assist in dental referrals.
- Provides chair-side assistance.
- Create and maintain recording of client files and statistics.
- Assists with registration and processes appropriate documents for new clients including intake forms and exit interviews.
- Take and develop x-rays.
- Refer clients to appropriate community or state resources, health agencies, social agencies, private and public health professionals and follow up to ensure services received.
- Participates in dental health projects involving dental health education, demonstration, and promotion.
- Maintain dental supply inventory and replenish as necessary.
- Conduct oneself in a professional manner, maintaining patient confidentiality at all times.
- Communicates equipment concerns with Dental Director/Dental Site Manager and other staff.
- Quality Control responsibilities include: working with Medical Director to ensure the implementation of QI/QA operating procedures and related assessments, monitoring QI/QA outcomes, and updating QI/QA operating procedures.

Position requirements:

- High school graduate or equivalent
- Able to communicate clearly and professionally with others, prepare written reports and other necessary communications in a professional manner. Must treat all patients and fellow workers with due courtesy, respect and confidentiality.
- Knowledge of basic dental procedures.
- Proficient computer skills: Microsoft Office Suite required. Dentrix experience a PLUS!
- Ability to work with a wide variety of providers, patients, and staff.
- No previous dental assisting experience necessary - will train the right, positive, can-do person!
- Cultural sensitivity to our many Hawai`i cultures.

Ho`ōla Lāhui Hawai`i is an Equal Opportunity Employer.

Employees of Ho`ōla Lāhui Hawai`i and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, age, religion, veteran's status, citizenship, national origin, ancestry, disability, sex, sexual orientation, arrest or court record, marital status, genetic information, gender identity or expressions, domestic or sexual violence victim status, or any other classification protected under state or federal law.

Excellent pay and benefits.

Submit resume and cover letter to Human Resources Director via email.