

## **DENTAL ASSISTANT (FRONT + BACK OFFICE)**

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Ho`ōla Lāhui Hawai`i is a FQHC, non-profit community health organization serving families throughout the county of Kaua`i. We are seeking a full-time Dental Assistant for our Kapa`a dental clinic.

Our Dental Assistant is a team player and able to work with our patients, patients' families, staff members and health care providers. Must demonstrate professionalism, diplomacy, patience, and compassion when dealing with patients and their family. This position requires competence, professionalism and the ability to maintain confidentiality. Functions in an efficient and organized manner and utilizes initiative in problem solving and adapting ways to improve patient flow and services. Seeks opportunities for career growth and accomplishment.

### **Job Duties**

- Advocate on behalf Native Hawaiians to community resources, private and public agencies.
- Maintains clean, sanitary dental operatory, laboratory, and x-ray processing area.
- Responsible for knowledge of dental procedures.
- Assist in dental referrals
- Provides chair-side assistance such as:
  1. Seats and drapes patients; adjusts chair.
  2. Lays out dental instruments and supplies.
  3. Hands instruments to dentist.
  4. Maintains a clean operating field in the mouth.
- Create and maintain recording of client files and statistics.
- 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.
- Records accurately findings dictated by dentists on dental charts.
- Participates in dental health projects involving dental health education, demonstration, and promotion.
- Encourages clients to share information pertaining to traditional practices they are using.
- Maintain dental supply inventory and replenish as necessary.
- Attend training as requested and participate in case review, program development, and implementation.
- Maintains patient confidentiality at all times
- Conduct oneself in a professional manner dressing appropriately and professionally
- Front office duties include:
  - Greeting patients and visitors in a prompt, courteous and helpful manner using effective interpersonal and communication skills.
  - Ensuring registration forms and insurance information is complete/up to date with necessary documentation.
  - Taking incoming messages and distributing appropriately.
  - Scheduling appointments; obtaining all pertinent information required according to procedure.
  - Filing/preparing charts for daily appointments.
  - Working with clinic staff as a team to ensure smooth operations of the clinic.
- Performs other duties as assigned.

*Cultural sensitivity to our many Hawai'i cultures is important.*

*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 Manager via email.*