



Dental Assistant

The Dental Assistant position at CommunityHealth is a unique opportunity to apply your skills to helping ensure quality health care for all... while working in a flexible, friendly, multicultural environment where everyone is passionate about the same goal.

The Opportunity

CommunityHealth seeks to hire a Full Time Dental Assistant. Under the supervision of Oral Health Manager/Dentist the Dental Assistant will be responsible for assisting staff and volunteer dental providers with dental procedures, and related administrative duties.

Responsibilities

- Assist staff/volunteer dentists with all dental procedures including but not limited to taking directions from dentist, organizing and preparing instruments and materials, and taking x-rays
- Assist in presenting or explaining patient treatment plans
- Collect and record patient health histories (dental and medical) and document care provided during dental visits in Dentrix
- Maintain all dental equipment in a sterile and safe environment including daily sterilization, equipment maintenance, and cleaning
- Develop and maintain dental schedule templates utilizing Athena and Dentrix
- Follow up with phone messages
- Assist in maintaining dental equipment and supply inventory, working closely with current vendors on best pricing and forging new vendor relations
- Oversee patient referrals to offsite partner dental providers including explanation of referral and scheduling process and tracking of referral completion
- Collaborate with Staff Dentist on projects to enhance the Oral Health Program
- Train new volunteer dental assistants

Qualifications

- Bi-lingual English/Spanish required
- Minimum high school diploma or equivalent
- Dental Assistant certification preferred but not required with a minimum of 1 year of dental assisting experience

- Flexible schedule - hours could include occasional evenings and Saturday mornings
- Organized with the ability to work independently and prioritize tasks
- Commitment to the CommunityHealth mission, model of service delivery, core competencies (dependability, teamwork, professionalism, communication, and initiative), and core values (quality, collaboration, integrity, diversity, and respect)
- LIFE EXPERIENCE: We know that many of your most character-building experiences do not show up neatly on a resume. Please use a cover letter to tell us why you would be a good fit for this job, focusing especially on those qualifications that do not appear on your resume.

Compensation

- The starting salary range for this position is \$17.50/hr to \$21/hr
- CommunityHealth values wellness and work/life balance for our employees. To that end, we offer a wide range of benefits for employees, flexible schedule, retirement savings, a variety of opportunities for paid time off, and more. Read more about our [Total Rewards Package here](#).

To apply: Interested candidates should submit a cover letter and resume (NO PHONE CALLS) to: ocarlton@communityhealth.org

CommunityHealth is an equal opportunity employer and is committed to building a diverse team. Bilingual (especially Spanish or Polish speakers) candidates are strongly encouraged to apply for all positions at CommunityHealth. Our work environment is safe and open to all employees, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, etc.

NOTE: All employees are required to be fully vaccinated against COVID-19 and boosted when eligible as a condition of employment (or must obtain approval of a medical or religious exemption prior to start date).

About CommunityHealth

Founded in 1993, CommunityHealth is the largest volunteer-based health center in the nation. We provide primary and specialty care, medications, lab testing, mental health services, and health education at no charge to low-income, uninsured adults in Chicago. [Visit our website to learn more!](#)