Dental Assistant

Charles B. Wang Community Health Center is seeking to hire a full-time Dental Assistant in Flushing.

Responsibilities:

- Assist the dentist, as well as the hygienists, receptionists, dental manager, and other members of the Dental Staff
- Teach basic routine oral health education to our patients and to community groups
- Act as a chair-side assistant to the dentist utilizing accepted four-handed dental techniques
- Use accepted dental radiographic techniques and produce diagnostic radiographs
- Perform basic dental laboratory procedures
- Perform accepted dental sterilization techniques
- Assist receptionists
- Maintain the inventory of supplies and equipment and consult with the dental staff regarding ordering, distribution, and storage
- Assist in preparing and maintaining dental records
- Assist in teaching new employees assigned duties
- Assist in oral health education activities at community agencies
- Other duties as assigned

Minimum Qualifications:

- High school diploma or equivalency
- Dental Assistant Certification preferred
- Medical or Dental Assistant training preferred

- Bilingual in Chinese/English preferred

**Benefits:**

The Health Center provides a generous employee benefits package so you can focus on doing great work. That includes:

- medical insurance

- employer-paid dental and life insurance

- retirement savings plan

- flexible spending accounts for transit, parking, health, and dependent care

- paid time off (28 days for the first year of employment), and

- tuition reimbursement for eligible employees