

## PRN Dental Assistant

Competitive salary DOQ; On-call position available.

Olde Towne Medical and Dental Center is seeking responsible PRN Dental Assistant to provide dental assistance service and care to patients as needed.

Responsibilities:

- Provides patient care in all facets of a general dental practice.
- Takes history, vital statistics and other objective data.
- Assists dentists with exams.
- Assists in the development of continuous quality improvement (CQI) activities and clinical protocols and procedures.
- Plans and provides patient education and case management to ensure patient compliance with the plan of treatment; teaches health promotion, disease prevention and personal responsibility for care.
- Orders and restocks supplies.

Requirements:

- Any combination of education and experience equivalent to a high school diploma; some experience in general clerical work in a medical or dental setting; experience as a dental assistant preferred.
- Must possess or be able to obtain within six weeks of employment a Cardiopulmonary Resuscitation (CPR) certification.
- Knowledge of dental health principles and practices, wellness concepts, and community resources; principles and processes for providing customer service including setting and meeting quality standards for services and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to provide dental care; effectively communicate both orally and in writing; work independently and as a team member under pressure in a fast-paced clinic setting; establish and maintain effective working relationships with dentists, physicians, nurse practitioners, other coworkers, volunteers and the public; and work and communicate effectively with persons of various multicultural and socioeconomic and education backgrounds.

**Accepting applications until 11:59pm EST on 02/01/2020, or until filled, whichever comes first. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>**