

DENTAL ASSISTANT

Sacred Circle Health is seeking a full-time Dental Assistant for our Clinics in the Salt Lake County, Utah

As an entity of the Confederated Tribes of the Goshute Reservation, we, at Sacred Circle Healthcare, preserve the Goshute heritage of protecting and caring for family and extend the tradition to all marginalized and underserved populations in our area. We refuse to let access, ethnicity, or socioeconomic status restrict someone from receiving complete healthcare.

Interested in joining our team? We are looking for people who are genuine, kind, ambitious, positive, and helpful - exceptional people building on a celebrated heritage who are passionate about delivering uncompromising care - people who make a difference every day no matter what their role or position. If you are looking for a job where the work you do impacts lives for the better every day, you are in the right place!

Job Summary

- **Overview:** Responsible for providing professional dental care for clinic patients under supervision of the DMD or DDS. Assists Dentist(s) and staff in coordinating patient care. Functions as primary liaison between patients, staff and Dentist(s).
- **Reports to:** Dental Director
- **Department:** Dental
- **Supervisory responsibilities:** none
- **Schedule:** To be determined with the availability of 8:00 am – 6:00 pm Monday through Friday
- **Closing Date:** July 30, 2021, or open until filled.
- **Apply:** Send your resume and any pertinent application materials to - jobs@schc.net, please state which job you are applying for; or visit our [website!](#)
- **Contact:** Mark Wiesenberg, 801-358-2256 ext. 177

The successful candidate:

- Fulfills patient care responsibilities as assigned that may include checking schedules & organizing patient flow.
- Prepares patients for examination and treatment.
- Assists the dentist during a variety of treatment procedures
- Take dental x-rays
- Prepare instruments for procedures. Prepares instruments for sterilization. Ensure that all exam, equipment, tools, instruments, etc. and treatment areas are sterilized and ready for treatment.
- Educate patients on proper oral hygiene strategies to maintain oral health
- Taking impressions of patient's teeth for study casts
- Perform office management tasks that require the use of a computer.
- Provide patients with instructions for oral care following surgery or other dental treatment procedures.
- Attends required meetings and participates in committees as requested.
- Participates in professional development activities and maintains professional affiliations.

Job Posting – Payroll Coordinator – Part-time

- Maintains patient confidentiality.
- Performs all related dental and other office work as required.
- Practice and adhere to the “Code of Conduct” philosophy and “Mission and Value Statement”.
- Operates under the supervision of the dentist for all dental services.
- Any other duties as assigned.

Required Education, Experience, Knowledge, Skills, and Abilities

- Knowledge of dental practice and care to assist in giving patient care.
- Knowledge of examination, diagnostic, and treatment room procedures.
- Knowledge of medical equipment and instruments to administer patient care.
- Knowledge of common safety hazards and precautions to establish a safe work environment.
- Skill in assisting in a variety of treatments and medications as directed.
- Skill in taking vital signs.
- Skill in maintaining records and recording results.
- Skill in developing and maintaining effective working relationships with patients, medical staff, and the public.
- Ability to maintain quality control standards.
- Ability to react calmly and effectively in emergency situations.
- Ability to interpret, adapt, and apply guidelines and procedures.
- Ability to communicate clearly.
- **EDUCATION:** A high school diploma or GED is required. Graduation from a recognized training facility for dental assistants is preferred.
- **EXPERIENCE:** Minimum one (1) year of experience in a dental practice is preferred
- **CERTIFICATE/LICENSE:** CPR certification preferred

Additional Information – Join us as we are Redefining Compassionate Healthcare, together!

As group of 4 healthcare clinics, diversity drives our identity. We are proud of our Native American heritage. Whether you are seeking your first job, transitioning back into the workforce, looking to start your career, or grow an existing one, Sacred Circle Healthcare walks with you. We need you for what you can do. We strive for a mix of benefits to help you combine great work with a great life.

- Competitive pay
- Healthcare coverage for you and your family
- Generous PTO, paid holidays and floating holidays to celebrate what is important to you (prorated for part-time employees)
- Retirement matching to invest in your future
- Colleagues that are unparalleled
- A culture that is second to none

Sacred Circle Healthcare/Confederated Tribes of the Goshute Reservation gives preference to qualified American Indian/Alaskan Native Applicants