

# Jewish Renaissance Foundation

## Job Description

<b><u>Title:</u></b>	Certified Dental Assistant
<b><u>Status:</u></b>	Part-time – Hourly
<b><u>Program:</u></b>	Federally Qualified Health Center
<b><u>Location:</u></b>	JRF Community Health Center - Edison, NJ
<b><u>Reports To:</u></b>	Dental Director
<b><u>Rate:</u></b>	\$23-\$25/hour

### **Who We Are:**

Established in 1996, the Jewish Renaissance Foundation (JRF) is a nonprofit organization that currently serves more than 6,000 people in Middlesex County each year. On August 11th 2015, the JRF was awarded a grant to open up a Federally Qualified Health Center (FQHC) and provide comprehensive, high quality primary and preventative healthcare services to the uninsured and medically underserved residents of the Township of Edison and neighboring communities. As a result, we have been bestowed the unique position to meet the increasing demand for primary and preventative care to these residents by providing adult & family medicine, gynecology, pediatrics, dentistry and mental health/substance abuse services in an ambulatory care setting.

### **Job Summary:**

Join us and be a part of a team that provides comprehensive, high quality primary and preventative healthcare services to the uninsured and medically under-served residents of the Township of Edison and neighboring communities. The role of the Dental Assistant is to work interdependently with our Dental Provider to provide quality dental care to the patients. The current schedule is Saturday 9-2pm and as coverage needed for weekday/evenings. The Dental Assistant performs many tasks requiring both interpersonal and technical skills.

*As an FQHC, providing proof of COVID-19 vaccination is a condition of employment at the JRF Community Health Center, unless a religious or medical exemption can be presented and granted by Employer.*

### **Responsibilities:**

- Prepares treatment room for patient by following prescribed procedures and protocols.
- Prepares patient for dental treatment by welcoming, comforting, seating, and draping patient.
- Provides information to patients and employees by answering questions and requests.
- Assists the dentist during a variety of treatment procedures by serving as dentist's chair side assistant.
- Takes and develops dental radiographs (x-rays).
- Takes blood pressure and pulse.
- Protects patients and employees by adhering to infection-control policies and protocols.
- Sterilizes and prepares instruments and equipment in treatment area for dentist's access and use in accordance with infection control policy.
- Provides patients with instructions for oral care following dental treatment procedures.
- Educates patients with appropriate oral hygiene strategies to maintain oral health.
- Takes impressions of patients' teeth for study casts (models of teeth).
- Assists in providing direct patient care in all dental specialties, including orthodontics, pediatric dentistry, periodontics and oral surgery
- Provides materials by selecting, mixing, and placing materials on instruments and in the patient's mouth.
- Documents dental care services by charting in patient electronic records.
- Maintains patient confidence and protects operations by keeping information confidential.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Maintains dental supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

- Practicing OSHA safety standards.
- Prepares accurate, legal, and ethical documentation at all times.
- Maintaining a respectful and professional attitude toward all staff and patients.
- Other duties as assigned.

**Qualifications:**

- National Dental Assistant certification from an accredited association preferred; or current enrollment to obtain certification acceptable, within agreed upon timeframe.
- Dental Radiology certification required.
- CBSPD/CRCST Sterilization Tech certification preferred.
- Available Saturdays 9-2pm and as coverage needed for weekday/evenings.
- At least 2 years of experience preferred working with patients of all ages.
- High School Diploma preferred.
- CPR certification preferred.
- Working knowledge of EMR Record systems, ECW preferred.
- Able to perform diagnostic procedures.
- Able to demonstrate strong clinical skills, procedural skills, documentation skills, verbal communication skills, and medical teamwork.
- Strong understanding of dental terminology.
- Ability to observe safety and security procedures and report potentially unsafe conditions.
- Ability to use equipment and materials properly.
- Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, religious, ethnic and professional backgrounds.

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If you are interested in this position, please send your resume to: [jobs@jrfnj.org](mailto:jobs@jrfnj.org)  
Attention: Director of Human Resources



Jewish  
Renaissance  
Foundation

"One People, One Heart"

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