



**Job Title:** Dental Assistant

**Work Area:** Dental Clinic

**Location:** Memphis, Tennessee

**Start Date:** Open

## **ABOUT CHURCH HEALTH CENTER**

Church Health has served people since 1987 with our clinical services and outreach programs. Church Health seeks to reclaim the Church's biblical commitment to care for our bodies and our spirits.

## **ABOUT THE POSITION**

The dental assistant's overall purpose is to make patients as comfortable as possible in the dental chair, prepare them for treatment, and obtain dental records. Serves as a chairside assistant to the dentist and assumes responsibility for dental area, supplies, etc.

## **RESPONSIBILITIES**

- Provides direct patient care and chairside assistance to dentists.
- Performs routine lab procedures, pours impressions, makes opposing impressions, and builds bite blocks. Minor denture repairs and other related duties as assigned.
- Effectively troubleshoots issues with patients, staff, volunteers and others.
- Maintains dental supplies inventory by checking stock to determine inventory level, anticipating needed supplies; and placing & expediting orders for supplies.
- Sterilizes instruments and prepares trays. Performs prophylaxis procedure. Maintains equipment; oils, cleans and sanitizes dental handpieces.

## **EDUCATION REQUIREMENT**

High school degree and registration or certification as dental assistant.

## **EXPERIENCE**

Three to five (3-5) years of experience in a similar position.

## **SPECIAL SKILLS AND KNOWLEDGE**

- Must have excellent organizational, interpersonal, and communication skills.
- Good dental procedures skills.
- Must be a self-starter.
- Must excel in a team environment.
- Strong customer service skills are required.
- **Spanish bilingual is a plus.**

## **COMMITMENT TO DIVERSITY**

At Church Health, we are committed to diversity, striving to create a staff that reflects the diverse communities with which we work. We seek individuals of all backgrounds to join our team.

## **COMPENSATION**

This is a full-time position with benefits and a paid-time-off package. Benefits include healthcare, vision, and dental, and, after the first year, retirement benefits.

## **HOW TO APPLY**

Send resume and cover letter to: [jobs@churchhealth.org](mailto:jobs@churchhealth.org); please add job title in the title line.  
***Please visit [www.churchhealth.org](http://www.churchhealth.org) for more information about Church Health's mission.***