**COMMUNITY PARTNERS OF THE MIDLANDS, LLC DBA WELLPARTNERS ADULT DENTAL CLINIC**

**Position Posting**

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**Date Posted:** August 6, 2020 **Closing Date:** September 3, 2020

**Position Title:** Certified Dental Assistant

**Supervisor:**  Tamara W. Stockton, DDS MAGD

**Start Date:** Immediately

**Position Status:**  Regular, Full-Time

**Job Classification:**  Exempt

*In compliance with the Fair Labor Standards Act, this position is classified as*

*an exempt position and the employee is not eligible for overtime.*

**Position Overview**

The Certified Dental Assistant, under the direction and supervision of the Dental Director will work the adult and children’s dental clinics. Flexibility, initiative and a pleasant attitude are requisites as well as the ability to build and maintain a strong working relationship as part of the clinics’ team.

**Responsibilities**

1. To provide a wide range of dental assisting services, to include but not limited to: obtaining certification for services; taking medical histories; taking radiograph; assisting dentists and charting procedures.
2. To maintain all records in a state of accuracy.
3. To maintain in a sanitary/sterile condition all equipment and facilities as directed.
4. To maintain adequate supplies as directed.
5. To complete reports as directed.
6. To participate in staff meetings and training programs as directed and to the extent necessary to maintain currency of credentials and to assure knowledge and skills necessary for required professional practice.
7. To serve on Agency and community committees and otherwise represent the Agency as requested by the Dental Director.
8. To develop and fulfill annual goals and objectives in conjunction with supervision and administration of the Agency.
9. To perform other duties as assigned.

**Required**

* This position requires a Dental Assistant degree from an accredited college or other training program; current State of South Carolina licensure/certification as a dental assistant. Must have the ability to work independently as well as part of a team. This position requires a minimum 1-2 years prior experience as a certified dental assistant.

**Preferred**

* Knowledge of Eagle Soft Dental software, bilingual and/or fluent in Spanish a plus.

**Additional Information**

* Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Qualified candidates should submit resume and cover letter to:**

Michelle Blackmon, Office Manager

WellPartners Adult & Children’s Dental Clinic

2000 Hampton Street, Suite 3145

Columbia, SC 29204

Email: [mmccauley@wellpartners.org](mailto:mmccauley@wellpartners.org)