Position Title: Certified Dental Assistant

Department: Lexington Dental Clinic

Supervisor: Dental Clinic Director

Position Status: Regular, Part-Time

Job Classification: Non-Exempt

In compliance with the Fair Labor Standards Act, this position is classified as a non-exempt position and the employee is eligible for overtime. Some evening and weekend hours may be required.

POSITION SUMMARY

The Certified Dental Assistance, under the direction of the Dental Director will work with 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.

ESSENTIAL DUTIES & RESPONSIBILITIES

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.

- To maintain all records in a state of accuracy.
- To maintain in a sanitary/sterile condition all equipment and facilities as directed.
- To maintain adequate supplies as directed.
- To complete reports as directed.
- 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.
- To serve on agency and community committees and otherwise represent the agency as requested by the Dental Director.
- To develop and fulfill annual goals and objectives in conjunction with supervision and administration of the agency.
- To perform other duties as assigned.
REQUIRED & PREFERRED QUALIFICATIONS

**Required**
- 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-year prior experience as a certified dental assistant.

**Preferred**
- Experience with Eaglesoft dental software
- This position prefers a minimum 1–2-year prior experience as a certified dental assistant.

PHYSICAL REQUIREMENTS

- Sitting, standing, and walking for prolonged periods
- Maintaining professionalism in stressful situation.
- Minimum lifting requirements of 35 pounds to transfer equipment and pack and unpack supplies.
- Frequent bending, twisting, and position changes to examine and service patients.

Qualified applicants should apply at applicant@uway.org.