



## Dental Assistant

We are a community health center located in majestic Waimanalo, where **our mission** is to provide the highest level of primary and preventative health care services, with special attention to the needs of Native Hawaiians and the medically underserved and improving the health and wellness of individuals and their `ohana (family) regardless of their ability to pay. We are committed to improving the quality of life for the people of Hawaii.

### Our Values

**Mālama (stewardship)**- We listen to people with our full attention, seeking to know them and understand their healthcare and wellness needs and aspirations for themselves, their family and the Waimānalo community. We will respond, to the best of our abilities, as caring, compassionate, engaged and professional partners in healthcare.

**`Ohana (family)**- We believe that wellness embraces the whole family and we welcome their participation in the healthcare of their loved ones. Our belief extends to the Waimānalo community-at-large where we build the foundation of good health and wellness for everyone, and we seek collaborative partners who share our values and vision.

**Pono (rightness and balance)** - We know that quality healthcare starts with people's trust in our services and the excellence of our care for them and the resources entrusted to us to meet their needs. We are committed to maintaining their trust by treating people with respect and confidentiality, and by being open about our organizational practices and results, seeking to continuously improve our work.

**We are seeking a dedicated, talented and team-oriented Dental Assistant to join our `ohana (family) to support our mission and values.**

**We offer competitive wages, excellent benefits and a great working environment.**

### SUMMARY

The Dental Assistant works as a clinical team member to help facilitate patient care in an efficient, effective, compassionate, and timely manner. This position requires constant positive communication with the dentist, patient, and all other dental team members. This position utilizes mental, physical, and manual dexterity to accomplish tasks necessary for the setup, completion, and follow up of dental procedures. In addition, the dental assistant position requires a working knowledge of computer software, equipment, materials, and maintenance for the assurance of patient, team, and personal safety and a high quality of patient care.

### QUALIFICATIONS

- High School Diploma required.
- Two-Step Tuberculosis clearance is required.
- Hepatitis B clearance via immunization records of 3 hepatitis B vaccines and a hepatitis B surface antibody quantitative blood test required. -2021
- COVID-19 vaccination via:
  - Immunization records showing 2 doses of a 2-dose vaccine series at appropriate intervals or 1 dose of a 1-dose vaccine, or
  - Copy of CDC COVID-19 vaccination card
- Proven experience as a help desk technician or other customer support role

- Ability to interact and communicate effectively, respectfully and sensitively to patients, team members, WHC staff members.
- Ability to read, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to use the computer and programs such as Dentrix, Microsoft Outlook
- Ability to work effectively as a team with administrative and clinical staff.
- Ability to interpret the given dental schedule and manage time
- Ability to work within appropriate time frames
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

## **BENEFITS**

- Health Benefits (Medical, Dental Drug, Vision) – Employee coverage paid by WHC
- Discounted Medical and Dental services provided by WHC
- Paid Holidays – 10 Full days and 2 Half Days
- Paid Time Off (PTO)
- Paid Wellness Hours
- Wellness Bucks – Up to \$200 annually
- Group Term Life Insurance
- Supplemental Group-term Life Insurance & AD&D Insurance
- Employee Retirement Savings Plan 403(b) – Employer match 50% of employee contribution up to a maximum of 3% of employee wages
- Flexible Spending Program
- Employee Assistance Program (EAP)
- Longevity Benefit – After 5 or more years of service
- Tuition Assistance Program
- Free Parking
- and more....