



Kaniksu Health Services

.....providing its communities with affordable and accessible healthcare

Job Posting

Position: Dental Assistant

If you care about your career as much as you care about your patients, join Kaniksu Health Services! Work in an environment where you can be a member of a great team that treats all patients, pediatrics and adults, with dignity and respect. Great benefits with Vacation and Sick leave available from day one; with free Medical, Dental, Vision and Life Benefits options available for all full time staff.

We are seeking an energetic, self-motivated, organized and efficient **Dental Assistant** for our Ponderay Clinic. Sandpoint based Kaniksu Health Services is a federally-qualified community health center serving the citizens of Bonner and Boundary Counties with clinics in Sandpoint, Ponderay, Priest River, and Bonners Ferry.

Job Summary

As a Dental Assistant, you will possess outstanding time-management, communication and technical skills. You'll gather information about each patient's history, prepare them for and assist with treatment, comply with all regulatory and clinic-mandated policies and advocate for the best outcomes among patients and your fellow care providers. To excel, you'll bring a can-do attitude, proactive nature, a strong sense of ownership and integrity, and the constant desire to learn and grow.

Duties and Responsibilities

Chair Side Assisting: Assists the dentists in providing dental treatment including but not limited to:

- Preparing and maintaining dental instruments, supplies, and equipment
- Collecting and recording accurate patient health histories that are within the past year
- Patient management during dental procedures
- Instrument transfer
- Dental procedure isolation techniques
- Preparation of dental materials, cements, amalgam, composite, impression materials, etc.
- Maintaining accurate MSDS information for materials used.
- Dental charting
- Prevention and management of dental medical emergencies
- Inventory control and management – ordering supplies, maintaining and stocking appropriate quantities in all rooms
- Reviewing charts day before patient appointments to check for any paperwork which requires updates and review next day's treatment

KHS- Bonners Ferry Clinic
6615 Comanche Street
Bonners Ferry, ID 83805
208-267-1718—phone
208-267-9197 - fax

KHS- Sandpoint Clinic
30410 Highway 200
Ponderay, ID 83852
208-263-7101 - phone
208-263-7198 - fax

KHS-Sandpoint Pediatrics
420 N Second Ave
Sandpoint, ID 83864
208-265-2242 - phone
208-265-8214 - fax

KHS - Priest River Clinic
6509 Hwy 2 Suite 101
Priest River, ID 83856
208-448-2321—phone
208-448-1317 - fax

KHS Corporate Office
301 Cedar St Suite 206
Sandpoint, ID 83864
208-263-3410 - phone
208/-255-4842 - fax

Mailing Address: Kaniksu Health Services, PO Box 2160 Sandpoint, ID 83864



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Qualifications

- High school diploma or general education degree (GED); or equivalent combination of education and experience
- State Dental Certification Course if RDA
- Personal commitment to the organization's mission and values
- Advanced, extensive, and documented experience in general office administration and office functions
- Excellent oral and written communication skills
- Ability to maintain corporate confidentiality and HIPPA compliance
- The ability to work independently
- Excellent time management & critical thinking skills
- Tact and graciousness in dealing with the agency's public, continuous professionalism with patients and co-workers
- Spanish/English bilingual ability desirable
- Flexibility
- Multiple Duties: All Dental Assistants are expected to perform clinical and front office functions concurrently. Must be able to work under conditions of constant interruption and be able to stay on task. Skills.

To apply, send a resume to mforge@kaniksuhealthservices.org. For more information please visit <http://www.kaniksuhealthservices.org>.

Equal Opportunity Employer Minorities/Females/Protected Veteran/Disabled

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