

# Jewish Renaissance Foundation

## Job Description

<b><u>Title:</u></b>	Dental Assistant
<b><u>Status:</u></b>	Full-Time/Salaried/Non-Exempt
<b><u>Program:</u></b>	Federally Qualified Health Center
<b><u>Location:</u></b>	JRF Community Health Center - Edison, NJ
<b><u>Reports To:</u></b>	Dental Director
<b><u>Schedule:</u></b>	Full-time/Monday through Friday/ 35 hour work week
<b><u>Rate:</u></b>	\$32,000 - \$36,000 annually

### **Who We Are:**

Established in 1996, the Jewish Renaissance Foundation (JRF) is a nonprofit organization that currently serves more than 6,000 people in Middlesex County each year. On August 11th 2015, the JRF was awarded a grant to open up a Federally Qualified Health Center (FQHC) and provide comprehensive, high quality primary and preventative healthcare services to the uninsured and medically underserved residents of the Township of Edison and neighboring communities. As a result, we have been bestowed the unique position to meet the increasing demand for primary and preventative care to these residents by providing adult & family medicine, gynecology, pediatrics, dentistry and mental health/substance abuse services in an ambulatory care setting.

*Under these unprecedented times, the JRF Community Health Center is taking all measures to ensure the safety of our patients and staff which includes staggered appointments, cleaning and sterilization with CDC approved EPA products, and Employer provided appropriate PPE.*

### **Job Summary:**

Join us and be a part of a team that provides comprehensive, high quality primary and preventative healthcare services to the uninsured and medically under-served residents of the Township of Edison and neighboring communities. The role of the Dental Assistant is to work interdependently with our Dental Director provide quality dental care to the patient. The Dental Assistant performs many tasks requiring both interpersonal and technical skills. This is a salaried/non-exempt/benefits-eligible position. ***Dental Assistant and Radiology certification required. Sterilization preferred, but not required. Great opportunity for recent graduates!***

### **Responsibilities:**

- Prepares treatment room for patient by following prescribed procedures and protocols.
- Prepares patient for dental treatment by welcoming, comforting, seating, and draping patient.
- Provides information to patients and employees by answering questions and requests.
- Assists the dentist during a variety of treatment procedures by serving as dentist's chair side assistant.
- Takes and develops dental radiographs (x-rays).
- Takes blood pressure and pulse.
- Protects patients and employees by adhering to infection-control policies and protocols.
- Provides patients with instructions for oral care following dental treatment procedures.
- Educates patients with appropriate oral hygiene strategies to maintain oral health.
- Takes impressions of patients' teeth for study casts (models of teeth).
- Assists in providing direct patient care in all dental specialties, including orthodontics, pediatric dentistry, periodontics and oral surgery
- Provides materials by selecting, mixing, and placing materials on instruments and in the patient's mouth.
- Documents dental care services by charting in patient electronic records.
- Maintains patient confidence and protects operations by keeping information confidential.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Maintains dental supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Practicing OSHA safety standards.
- Prepares accurate, legal, and ethical documentation at all times.
- Maintaining a respectful and professional attitude toward all staff and patients.
- Attends all Staff meetings, trainings, and other mandatory meetings.
- Other duties as assigned.

**Qualifications:**

- National Dental Assistant certification from an accredited association required.
- Dental Radiology certification required.
- Sterilization certification preferred, not required. Willingness to obtain.
- At least 1 years of experience preferred.
- High School Diploma preferred.
- CPR certification preferred.
- Working knowledge of EMR Record systems, eCW preferred.
- Able to perform diagnostic procedures.
- Able to work some late evenings.
- Able to demonstrate strong clinical skills, procedural skills, documentation skills, verbal communication skills, and medical teamwork.
- Strong understanding of dental terminology.
- Ability to observe safety and security procedures and report potentially unsafe conditions.
- Ability to use equipment and materials properly.
- Able to stand long hours.
- Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, religious, ethnic and professional backgrounds.
- Adequate vision, sight, speech, and hearing to meet core duties of the position.

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**If you are interested in this position, please send your resume to: [jobs@jrfnj.org](mailto:jobs@jrfnj.org)  
Attention: Wilnelya Bosques, Human Resources Director**



**Site Address: 1931 Oak Tree Rd. Edison, NJ 08820**  
**Current Office Hours due to COVID-19: Monday – Friday 9am-5pm**  
To learn more, visit <http://www.jrfnj.org/chc/>

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