HealthFinders Collaborative (HFC), a community health center, provides a comprehensive primary access point to health services for the marginalized families of Rice County. Through primary care, medication assistance, patient education and advocacy, and community-based wellness programming, HFC works across the continuum of wellness to collaborate and engage communities in their own health. HFC believes in the inherent capacity of our patients and communities to support health and wellness. Established in 2005, HFC is a growing non-profit in the dynamic field of community health care.

**Position Title and Description**

*Licensed Dental Assistant*

30 hours/week; $20-23/hour DOQ

Reporting to the dental program coordinator, the licensed dental assistant will assist in all areas of program activities. The successful candidate will be a collaborator by nature, extremely reliable, and holds a strong belief in organization’s mission.

**Experience and Qualifications:**

- Assisting dentist, dental therapist and dental hygienist during a variety of treatment procedures including pre- and post-op
- Obtaining radiographs (intraoral, panoramic and portable Nomad)
- Serving as an infection control officer, current in infection control practice protocols, preparing and sterilizing instruments and equipment
- Taking impressions, model pour up and fabrication of mouth and night guards
- Direct patient care including settings such as schools and public health which focus on the prevention of dental problems (e.g.; sealants, child prophylaxis, varnish applications)
- Performing office management tasks; scheduling appointments, answering phones, billing support, ordering supplies and aid in specialty referrals
- Demonstrate ability to work with flexibility, independently, as well as collaboratively; multi-task, and prioritize
- Comfortable working in diverse environments
- Collecting and recording medical and dental histories including taking patient vital signs
- Complete preliminary charting of the oral cavity and surrounding structures
- Dental Assisting Program completion
- Licensed Dental Assistant in the state of Minnesota
- Current CPR certification
- Knowledgeable on Collaborative Practice Authorization for Licensed Dental Assistants in Community Settings
- Spanish/English or Somali/English bilingual fluency preferred, but not required

To apply, please submit a cover letter and resume to: Charlie Mandile, Executive Director
mandile.charlie@healthfindersmn.org  
Position is open until filled. EEO/AA