



Exciting opportunity to join a fast-paced dental team within a growing federally qualified community health center. **HealthFirst Family Care Center, Inc. “The Heart of Our Community”** provides comprehensive services including medical care, dental care, gastroenterology services, health education, health assessment and screenings. We are currently seeking a motivated, **Full-Time (39 hours per week) Dental Assistant Supervisor & Infection Control Coordinator** that enjoys working with culturally diverse children and families in providing comprehensive patient care.

Dental Assistant Supervisor & Infection Control Coordinator Summary

Under the general supervision of the Chief Dental Officer, the Dental Assistant Supervisor & Infection Control Coordinator provides direct supervision to all Dental Assisting and Dental Outreach Staff including development of schedules for the assistants. Under the direct supervision of the Provider, assists and performs a wide variety of patient oral health care services, including: assist the Dentist during dental examinations and procedures; maintain sterilization and infection control protocols; performs dental radiology and records treatment information in patient records. This position also supports the dental department in a variety of administrative and clerical functions in coordination with the Provider.

Required Qualifications

1. Successful completion of Dental Assistant program at an accredited institution required.
2. Satisfactory completion of continuing education credits as mandated by any professional boards, licensing agencies, or credentialing organizations as applicable required.
3. Massachusetts Dental Assistant License required.
4. CDA required.
5. Community health or dental background required.
6. 3+ years of staff supervision experience required.
7. 5+ years of experience working as a Dental Assistant required.
8. Bi/Trilingual preferred.
9. Must submit CORI and demonstrate proof of being free from disqualifying information.
10. Experience with Dentrix or Electronic Medical Record required.
11. Proficiency with Microsoft Office Applications required.

Competencies

1. High level of customer service and a positive approach to work with patients. Projects positive attitude about the department and the health center, and offers services to ensure positive experience.
2. Ability to handle confidential information in a professional manner and in accordance with HIPAA guidelines required.
3. Ability to work accurately, independently and efficiently in a fast-paced environment.
4. Ability to maintain an organized work area and work collaboratively as a member of a team.
5. Must possess excellent oral and written communication skills and time management skills to effectively communicate with patients.
6. Ability to handle confidential information in a professional manner.
7. Works well under pressure to manage stressful situations.
8. Uses sound judgment and confidence.



9. Ability to multi- task.
10. Detail-oriented and accurate.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Benefits include: 4-day work week, **excellent compensation**, signing bonus, 3.2 weeks of paid time off, 3 personal days, and 12.5 paid holidays; reimbursable licensing fees and continuing education credits; employer contributed health, dental, vision, life insurance, long term disability and retirement contributions; voluntary flexible spending accounts and disability/critical illness coverage.

Learn more about us by checking out our [website](#) and [company video](#). To apply, please send your resume directly to HR@healthfirstfr.org.

HealthFirst Family Care Center, Inc. is proud to be an Equal Opportunity Employer (EOE)

HealthFirst celebrates and supports diversity and varied perspectives. We strive to eliminate discrimination and to hire applicants of diverse backgrounds, cultures and thoughts. HealthFirst does not discriminate against any individual on the basis of race, color, national origin, religion, sex (including pregnancy/breastfeeding, transgender status, and sexual orientation), age, physical or mental disability, genetic information, or any other protected class.