



Dental Assistant

Deschutes Rim Health Clinic
1605 George Jackson Rd, Maupin, OR 97037

Job Announcement

The White River Health District dba Deschutes Rim Health Clinic is seeking to immediately fill a Dental Assistant position at the Deschutes Rim Health Clinic.

The Dental Assistant will work with our dentist and hygienist to provide professional, high-quality oral health care and education to a broad range of patients. No prior dental experience needed. We're committed to nurturing talent and dedicated to training enthusiastic individuals.

The Dental Assistant will join a dedicated team of medical and dental providers, other clinic support staff and a Board of Directors, all committed to providing quality dental care services to the citizens of South Wasco County.

Position Details

Experience : No experience required; dentist will provide on the job training

Part-Time Position: 8-16 hrs/wk (Wednesday and 1 adt'l day to be determined)

Hourly Wage: Starting at \$19.00/hr. DOE

Benefits: Opportunity to enroll in Oregon Saves retirement plan, maximum accrual of 40 hrs sick leave.

Essential Job Duties and Responsibilities

- Assist dentist during a variety of treatment procedures and document treatment in EHR
- Help manage patient and treatment case flow
- Build relationships with patients and help them feel comfortable before, during, and after dental treatment
- Sterilize and organize dental tools and equipment according to aseptic protocols
- Perform weekly spore testing on autoclaves
- Wipe down, sterilize, and prep dental rooms according to aseptic protocols
- Possess an energetic and positive attitude with a genuine love for patients and their health
- Maintains a clean, organized, and professional work environment

Minimum Qualifications

- High School Diploma or GED; preferably some college courses in dental or health care
- Interest in the medical/dental field
- Ability to work well with others under pressure and follow instructions well
- Competency in computers and software, and ability to learn EMR programs
- Strong multi-tasking skills
- Ability to communicate well verbally and in writing
- Use of initiative and good judgement

Preferred Qualifications

- Education and/or experience in dental office
- Knowledge of medical terminology

Required Certifications and Training

- Oregon Driver's License
- HIPAA & EMR training
- Blood Borne Pathogens training

Required Prior to Employment

- Background Check
- TB screening/testing, drug testing
- Oregon Saves enrollment or waiver
- Proof of vaccination or declination for Hepatitis B, MMR, Varicella, Flu, and Tetanus
- Completed Forms: I9, State/Federal W-4

Selection Process Timeline

To be filled as soon as possible, preferably by September 1, 2024.

To be considered as a candidate, please submit a resume and cover letter, or job application obtained online or at the clinic, to the address or email listed below. *Electronic submission is preferred.*

Lindsay Roper, Clinic Administrator
White River Health District / Deschutes Rim Health Clinic
PO Box 219
Maupin, OR 97037

-OR-

Email: lroper@deschutesrimhealthclinic.org

Additional information about the Deschutes Rim Health Clinic can be found at
www.deschutesrimhealthclinic.org