



Come work for “**The Heart of Our Community**”. Exciting opportunity to join a fast-paced dental team within a growing community health center. **HealthFirst Family Care Center, Inc.** provides comprehensive services including medical care, dental care, obstetrics, cardiology and gastroenterology services, health education, health assessment and screenings.

We are currently seeking a **38-hour Dental Assistant**. Individual should enjoy working with culturally diverse children and families in providing dental care. Under the direction of the Dental Assistant Supervisor and direct supervision of the Dental 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. Support dental department in a variety of administrative and clerical functions as needed or directed by the Dental Assistant Supervisor or Provider.

### **Required Qualifications and Competencies**

1. Successful completion of Dental Assistant program at an accredited institution. Massachusetts Dental Assistant License is required.
2. A minimum of 1-2 years’ experience as a Dental Assistant required.
3. Satisfactory completion of continuing education credits as mandated by any professional boards, licensing agencies, or credentialing organizations as applicable.
4. Community health or dental background a plus.
5. Bilingual or Trilingual skills (English, Spanish/Portuguese) a strong plus.
6. Must submit CORI and demonstrate proof of being free from disqualifying information.
7. Ability to handle confidential information in a professional manner and in accordance with HIPAA guidelines required.
8. Excellent oral and written communication skills.
9. Ability to work accurately, independently and efficiently in a fast-paced environment.
10. Excellent organizational, computer, and customer service skills

Competitive wages and benefits. Benefits include: Employer contributed health, dental, vision, life insurance, long term disability, and retirement contributions. Three (3) weeks of earned paid time off, three (3) personal days, and twelve and a half (12.5) paid holidays. Voluntary flexible spending accounts and disability/critical illness coverage.

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.



**HealthFirst Family Care Center, Inc. Mission**

The mission of HEALTHFIRST FAMILY CARE CENTER, INC. is to foster, through direct services and collaboration, high quality, comprehensive primary health care which meets the needs of a diverse community, regardless of age or income, and to provide access to health care to those who would not otherwise seek it.

**HealthFirst Family Care Center, Inc. is an Equal Opportunity Employer (EOE)  
"The Heart of the Community"**